



DRUG ACCOUNTABILITY/ INVENTORY INTERFACE (DA)

USER MANUAL

Version 3.0
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Revision History

All changes subsequent to the initial release of this manual are listed below. Please update the manual with the pages listed under the Revision Pages column.

Date	Revision Pages	Patch Number	Description
02/02	iia-iib; v-vi; 1-(2); 63-64; 91-92b; 107-110.	PSA*3*21	Add Revision History pages iia and iib. Replace pages v and vi with updated Table of Contents. Remove intranet information from Introduction. Replace pages 63-64 with revised Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu. Replace pages 91-92 with pages 91-92b. Added new options to Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu: Edit Verified Invoices, Delete Un-processed Invoices, and Setup Mail Message Recipients. Update Index to include new options; text shifted. Pages in parentheses not changed but included for two-sided copying.
10/97			Original Released User Manual.

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Preface

The Drug Accountability/Inventory Interface program (referred to as DA) works toward a perpetual inventory for each Veterans Affairs facility's pharmacy. This is achieved by tracking drugs through pharmacy locations based on the connection between the DRUG (#50) file and ITEM MASTER file (#441) or between the prime vendor's invoice file and the DRUG file (#50).

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Introduction

Package Functional Description

The Drug Accountability/Inventory Interface (DA) software package provides functionality to maintain a perpetual inventory of drugs. Interfacing with the Generic Inventory Package (GIP) and the prime vendors' invoice data increments drug balances in pharmacy locations and master vaults. Pharmacy's dispensing software packages pass dispensing data to DA which decrements the drug balances in pharmacy locations.

About This Manual

This manual contains a description of all Drug Accountability/Inventory Interface options. It is divided into two sections. The first section consists of *GIP Interface Menu* options. The second section consists of *Prime Vendor Interface Menu* options. A glossary is located at the end of this manual and contains definitions of commonly used words.

Icons

Icons used to highlight key points in this manual are defined as follows:



Required security keys



Indicates the user should take note of the information.

Special Instructions for the “First Time” Computer User

If you are unfamiliar with the DA package or other Veterans Health Information Systems and Technology Architecture (**VISTA**) software applications, we recommend that you study the DHCP (Decentralized Hospital Computer Program) *User's Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first time users of any **VISTA** application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resources Management (IRM) staff.

Special Notations

In this manual, the user's response is underlined and in **bold** type, but will not appear on the screen underlined and bold. The underlined and bold part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

Every response you type must be followed by pressing the return key (or enter key for some keyboards). Whenever the return or enter key should be pressed, you will see the symbol <RET>. This symbol is not shown but is implied if there is underlined and bold input.

Throughout the package, help frames may be accessed from most prompts by entering one, two, or three question marks (?, ??, ???).

Within the examples representing actual terminal dialogues, the author may offer information about the dialogue. This information is enclosed in brackets (e.g., [*Select Print Device*]) and will not appear on the screen.

Section One: GIP Interface Menu

[PSA GIP INTERFACE MENU]

The *GIP Interface Menu* assists in the maintenance of a Pharmacy perpetual inventory by interfacing with the Generic Inventory Package (GIP). The options available through the GIP interface are listed below.

- 1 *Connection Menu (DRUG file/ITEM MASTER file) ...*
- 2 *Pharmacy Location Maintenance Menu ...*
- 3 *Receipts Menu ...*
- 4 *Dispensing Menu ...*
- 5 *Maintenance Reports Menu ...*

Chapter One: Connection Menu

[PSA CONNECTION MENU]

A crucial step in attaining drug accountability is a direct link between the DRUG file (#50) and the ITEM MASTER file (#441). This menu contains tools to assist with this link. If your station has concentrated on accurate entries in the National Drug Code (NDC) fields of these two files, then the *NDC Menu* may be the most efficient way to approach the link. If you feel that the Federal Stock Number/National Stock Number (FSN/NSN) field may provide more effective linking, the *FSN Menu* exists for that choice. For those drugs or pharmaceuticals that cannot be linked by either NDC or FSN, the *Single Drug Match*, *Report of Unlinked DRUG/ITEM MASTER file Entries*, and the *Connect Unlinked DRUG/ITEM MASTER file Entries* options offer a last resort using a free text pick and match, or if a path to the NATIONAL DRUG file (#50.6) exists with NDCs, a match can be attempted in that fashion.

Once linked, the ITEM MASTER file (#441) provides up-to-date packaging and prices for all procurement sources. This facilitates the receiving process and opens the door for the GIP interface.

This menu contains the following submenus and options:

- 1 *NDC Menu...*
- 2 *FSN Menu...*
- 3 *Single Drug Match*
- 4 *Report of Unlinked DRUG/ITEM MASTER file Entries*
- 5 *Connect Unlinked DRUG/ITEM MASTER file Entries*
- 6 *Active, Unlinked Drugs in the ITEM MASTER file*
- 7 *Display Connected Drug and Procurement History*
- 8 *Unposted Procurement History*
- 9 *Posted Drug Procurement History*

NDC Menu

[PSA NDC MENU]

This menu contains options to link drug entries in the ITEM MASTER file (#441) to National Drug Code (NDC) matched entries in the DRUG file (#50). If an ITEM MASTER file (#441) entry has an NDC that matches a DRUG file (#50) entry then data from the two files can be compared. The *Report Potential NDC Matches* option report is available to show all the entries that can be matched by NDC. Once the matches have been reviewed they can be acted on with a controlled connection (drug-by-drug), or with an automated connection which links the files wherever an NDC match occurs.

The following sub-options are available under the *NDC Menu*:

- 1 *NDC Duplicates Report (ITEM MASTER file)*
- 2 *Report Potential NDC Matches*
- 3 *Controlled Connection by NDC Match*
- 4 *Automated DRUG/ITEM MASTER file Link by NDC*
- 5 *Inquire/Compare DRUG file/ITEM MASTER file*
- 6 *DRUG file/ITEM MASTER file Comparison Report*

NDC Duplicates Report (ITEM MASTER file) [PSA NDC DUPLICATE REPORT]

Currently in Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP), the same National Drug Code (NDC) cannot be entered for two different items. Since we rely on the NDC to link the DRUG file (#50) to the ITEM MASTER file (#441), it is important that we locate the proper entry. This report scans through all the entries in the ITEM MASTER file (#441) looking for entries sharing the same NDC. Through printing this report and working with your Acquisition and Materiel Management Service (A&MMS) Purchasing Agent, you can ensure the ITEM MASTER file (#441) entries have the correct NDC before linking with the DRUG file (#50). The report lists the NDC, item number, item description, and vendor name.

Report Potential NDC Matches [PSA NDC REPORT]

This report scans through the DRUG file (#50) looking for drugs with an NDC that have not been inactive. If the same NDC can be located in the ITEM MASTER file (#441), this potential match is displayed. The report also indicates unmatched FSNs with the drug name.



It would be a good idea to first run this report and review the potential matches before considering either the controlled or automated connection options. The report lists the DRUG file's (#50) NDC and drug name plus the potentially matched ITEM MASTER file's (#441) item number and item description.

Controlled Connection by NDC Match [PSA NDC CONTROL LOOP]

This option moves through the same entries identified in the *Report Potential NDC Matches* option and provides the opportunity to link them one at a time. If the controller chooses not to link an entry, the option will continue to the next drug.

Automated DRUG/ITEM MASTER file Link by NDC [PSA FSN AUTO LOOP]

This option allows you to link the entries identified in the *Report Potential NDC Matches* option simultaneously. You will be asked to select a device to direct the listing of links as they occur.



It is important to review the *Report Potential NDC Matches* option before you consider using this option.

**Inquire/Compare DRUG file/ITEM MASTER file
[PSA DRUG INQUIRE]**

This option displays packaging and price information from the DRUG file (#50) and ITEM MASTER file (#441) when identical NDCs exist regardless of whether linking has occurred. This option displays the entries one at a time while the next option, *DRUG file/ITEM MASTER file Comparison Report*, shows a range of entries.

The report lists the DRUG file's (#50) drug name, NDC, price per order unit, order unit, packaging, price per dispense unit, and dispense unit. It also lists the ITEM MASTER file's (#441) item description, NDC, price per order unit, order unit, date of price, packaging, price per dispense unit for each order unit, and the vendor name.

**DRUG file/ITEM MASTER file Comparison Report
[PSA COMPARISON REPORT]**

This option allows you to select a short range of DRUG file (#50)/ITEM MASTER file (#441) comparative information on packaging and pricing. The report lists the DRUG file's (#50) drug name, drug number, NDC, price per order unit, order unit, dispense units per order unit, price per dispense unit, and dispense unit. It also lists the ITEM MASTER file's (#441) item name, item number, National Stock Number (NSN), NDC, price per dispense unit, and vendor name.

FSN Menu

[PSA FSN MENU]

Similar to the *NDC menu*, this menu contains options to link DRUG file (#50) entries with a Federal Stock Number (FSN) to the ITEM MASTER file (#441). If an ITEM MASTER file (#441) entry has a National Stock Number (NSN) that matches a DRUG file (#50) FSN, then the two files can be linked. The *Report Potential FSN Matches* option shows all the entries that can be matched by FSN. Once the matches have been reviewed, they can be acted on with a controlled connection (drug-by-drug) or with an automated connection (linking all drugs with an NDC match).

- 1 *Report Potential FSN Matches*
- 2 *Controlled Connection by FSN Match*
- 3 *Automated DRUG/ITEM MASTER file Link by FSN*

Report Potential FSN Matches
[PSA FSN REPORT]

This report scans through the DRUG file (#50) looking for drugs that have an FSN and have not been inactive. If the same NSN is located in the ITEM MASTER file (#441), the entries from each file will be displayed as a potential match. It is a good idea to first run this report and review the potential matches before considering either the controlled or automated connection options. The report lists DRUG file's (#50) drug name and NDC with the ITEM MASTER file's (#441) matching item number and item name.

Controlled Connection by FSN Match
[PSA FSN CONTROL LOOP]

This option allows you to move through the entries identified in the *Report Potential FSN Matches* option and link them one at a time. If you choose not to link an entry, the option will continue to the next drug.

Automated DRUG/ITEM MASTER file Link by FSN
[PSA FSN AUTO LOOP]

This option allows you to move through the same entries identified in the *Report Potential FSN Matches* option and link them all at once. The user is asked to select a device to print the listing of links as they occur.



It is important to run the *Report Potential FSN Matches* option first and review before considering using this option.

Single Drug Match **[PSA SINGLE DRUG MATCH]**

This option links one drug at a time, finding matches between the DRUG file (#50) and ITEM MASTER file (#441). The system attempts first to match by NDC, displaying matches for approval. If no NDC match is found, the system searches for matches of the DRUG file's (#50) FSN field (#6) to the ITEM MASTER file's (#441) NSN field(#5). If located, the match is displayed for approval. If there are still no matches, then you can look directly at the ITEM MASTER file (#441). You can select a match by entering the first three or four letters of the generic or brand name. Finally, if the drug is linked to the NATIONAL DRUG file (#50.6) (NDF), you can search each NDC for a match in the ITEM MASTER file (#441). Some drugs in the NDF may contain as many as thirty or forty NDCs. You can exit this process at anytime. When using this option to review an existing link, the link between a particular item can be broken by entering the "@" character.

Report of Unlinked DRUG/ITEM MASTER file Entries **[PSA UNLINKED REPORT]**

This report can be run at any point in the linking process to see what entries are not yet linked to the ITEM MASTER file (#441). If you are considering using the *Connect Unlinked DRUG/ITEM MASTER file Entries* option, this report will provide a helpful preview of the unlinked drugs. The report lists the drug name, FSN, NDC, and yes/no if the NDC is in the NATIONAL DRUG file (#50.6).

Connect Unlinked DRUG/ITEM MASTER file Entries **[PSA UNLINKED LOOP]**

This option scans through the DRUG file (#50) looking for drugs not yet linked to the ITEM MASTER file (#441) that are not inactive. You may preview the unlinked entries by running the *Report of Unlinked DRUG/ITEM MASTER file Entries* option. Whenever you exit this option, the last drug linked will be stored, as well as the date, time, and your name. The next user will have the choice of resuming with this drug upon entering this option.

Active, Unlinked Drugs in the ITEM MASTER file **[PSA ACTIVE DRUGS/ITEM MASTER FILE]**

This report allows you to scan the ITEM MASTER file (#441) for drugs not yet linked to the DRUG file (#50) which have been purchased since the last date entered. The report lists the ITEM MASTER file's (#441) item number, item name, NSN, vendor name of the last vendor purchased from, NDC, and the items long description.

Display Connected Drug and Procurement History [PSA DISPLAY CONNECTED DRUG]

This option displays the comparison data for both the DRUG (#50) and ITEM MASTER files (#441) if a connection was made. The display will show a procurement history for a selected date range and control point, and the vendor's price/packaging data.

Unposted Procurement History [PSA UNPOST PROCURMENT HISTORY]

This option prints a report listing all pharmacy procurements for a selected month. The report includes a detailed list of each item procured, the quantity received, the NDC, the DRUG file's (#50) generic drug name, and vendor name.



If you choose to print this report to a printer, you will not see the following prompts: "Print item totals?" and "Would you like a list of high dollar items?" If you wish to respond to these questions, you will need to display this report on your screen.

Posted Drug Procurement History [PSA POSTED DRUG REPORT]

This option produces an alphabetical listing of drugs procured from the warehouse for a selected month. The report lists the primary inventory point, item number, item name, quantity ordered, quantity received, packaging, price per order unit, total cost for the item, date purchased, and transaction number. A total for each item is printed for the quantity ordered, quantity received, and total cost.



If you choose to print the *Posted Drug Procurement History* on a printer, you will not see the "Would you like a list of high dollar items?" prompt. If you wish to respond to this question, you will need to display this report on your screen.

Chapter Two: Pharmacy Location Maintenance Menu

[PSA GIP LOCATION MENU]

The *Pharmacy Location Maintenance Menu* contains options that set up and edit pharmacy locations. The drug balances can be initialized and adjusted. Drug prices in the DRUG file (#50) are compared with prices in the Generic Inventory. Items can be loaded and reports can be generated from a primary inventory point to a pharmacy location.

The following options are used for setting up and monitoring drug on-hand quantities within a pharmacy location:

- 1 *Set Up/Edit a Pharmacy Location*
- 2 *Balance Adjustments*
- 3 *Balance Initialization*
- 4 *Enter/Edit a Drug*
- 5 *Inventory Interface ...*
- 6 *Update Prices*
- 7 *Transfer Drugs Between Pharmacies*

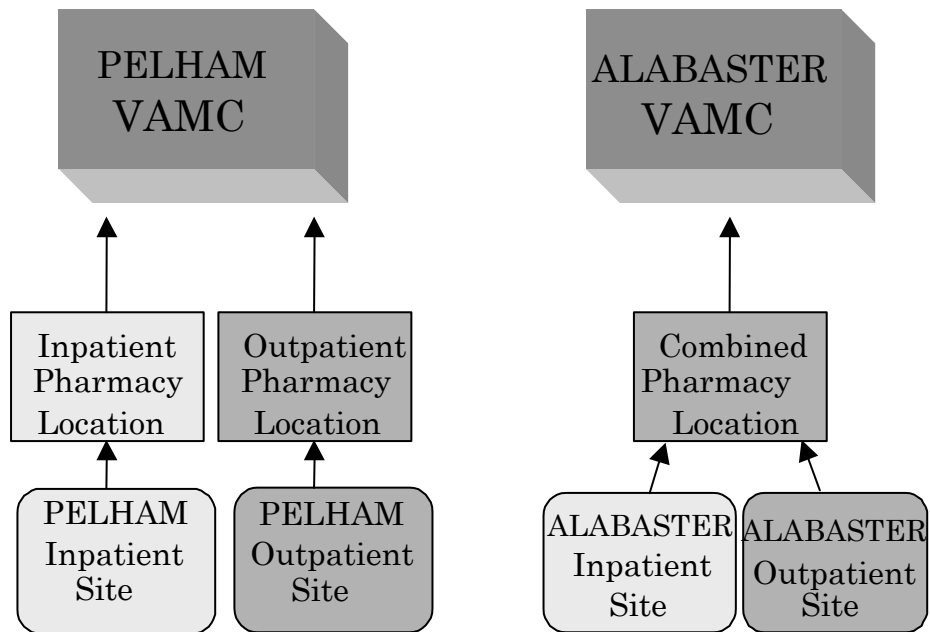
Set Up/Edit a Pharmacy Location [PSA LOCATION EDIT]

This option provides the capability to create a pharmacy location and connect it with a primary inventory point.

Creating the Pharmacy Location

About Pharmacy Locations

Locations are either Outpatient (OP), Inpatient (IP), or a Combined (OP/IP). You can have more than one location - even more than one type of location (for instance, a multi-divisional facility might procure for several divisions).



Create a location for each Inpatient or Outpatient site in order to track drug balances separately. Or, create a Combined location, like ALABASTER, that tracks Inpatient and Outpatient drug balances together.

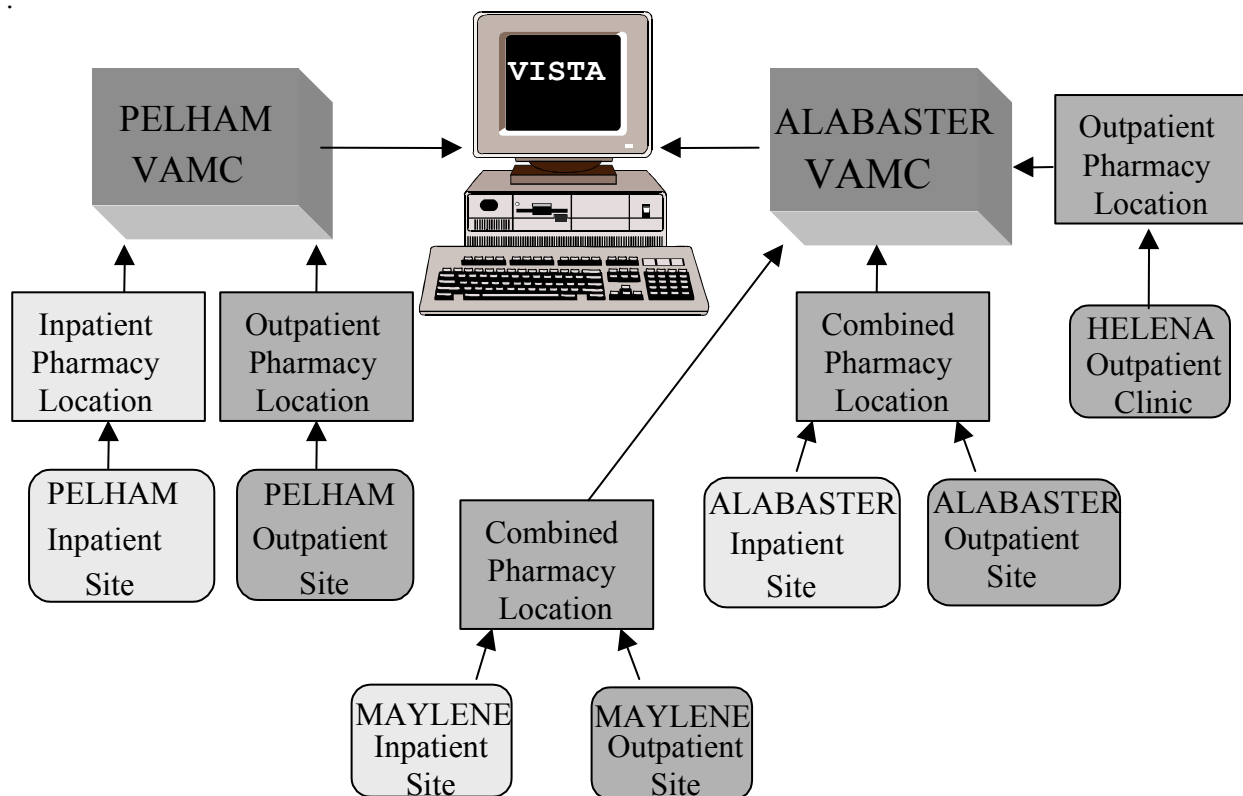
Choosing a Site Name

How your site will track the drugs will depend on the type of pharmacy location you choose.

The three choices are Inpatient, Outpatient, or Combined.

- Inpatient: will track drugs only in the Inpatient dispensing site.
- Outpatient: will track drugs only in the Outpatient pharmacy/clinic.
- Combined: tracks all the drugs together in the Inpatient dispensing site and the Outpatient pharmacy/clinic. You receive one total per drug.

A site is the physical location where drugs are stored and dispensed. If your facility maintains more than one Inpatient or Outpatient site, you'll be asked to choose a site for this pharmacy location.



Multi-divisional facilities can track drugs in a variety of locations.

Entering Wards for Inpatient Sites

Assign wards to each Inpatient site. Each ward can be connected to only one Inpatient site. This information affects the gathering of IV and Unit Dose dispensing data.

Connecting with the Primary Inventory Point

The next prompt is primary inventory point. The connection to a primary inventory point automates the receiving process. You can connect to multiple primary inventory points. Only primary inventory points marked with "D" for Drug Accountability in the GENERIC INVENTORY file's (#445) SPECIAL INVENTORY TYPE field (#15) can be connected.

The receipt failure notification prompt generates mail messages when items are received that are not connected to the DRUG file (#50) or not stocked in the pharmacy location. This will help track drugs only if the drugs stocked in your primary inventory point directly coincide with the drugs in your pharmacy location. If your primary inventory point and pharmacy location inventories are not congruent, receipt failure notification will probably not be helpful.

Create a Pharmacy Location—Single Inpatient

Select GIP Interface Option: 2 Pharmacy Location Maintenance Menu

- 1 Set Up/Edit a Pharmacy Location
- 2 Balance Adjustments
- 3 Balance Initialization
- 4 Enter/Edit a Drug
- 5 Inventory Interface ...
- 6 Update Prices

Select Pharmacy Location Maintenance Menu Option: 1 Set Up/Edit a Pharmacy Location

Select one of the following:

- 1 INPATIENT
- 2 OUTPATIENT
- 3 COMBINED (IP/OP)

Select Pharmacy type: 1 INPATIENT

Creating INPATIENT

For the purpose of collecting Unit Dose and IV dispensing data, any ward at which such dispensing might ever occur should be added. The ONLY reason to NOT add a ward would be if the dispensing at that ward should NOT update COMBINED (IP/OP).

[There is NO harm in adding inactive wards.]

INPATIENT is linked to 1 WEST, 1 SOUTH, 1 NORTH, 2 WEST, 2 SOUTH, 2 NORTH, 2 EAST, 1 EAST, 3 WEST, 3 EAST, 3 SOUTH, 4 EAST, 4 NORTH, 5 WEST, 5 EAST, 5 SOUTH, 6 WEST, 6 SOUTH, 7 EAST, 7 WEST, 8 EAST, 8 WEST.

INPATIENT DISPENSING UPDATE?: *[Mark with Y if you have established current balances.]*

PRIME VENDOR?: YES// ??

To more efficiently process Prime Vendor receipts, setting this flag to

"Yes" will allow you to store an obligation number. This number will then be offered as a default whenever using the Receive Directly into Drug Accountability option on the Receiving Menu.

Pharmacy Location Maintenance Menu

```
CHOOSE FROM:
  1          YES
  0          NO
PRIME VENDOR?: YES// <RET>
CURRENT PRIME VENDOR PO#: 521-A70005// <RET>
```

Create a Pharmacy Location-Single Outpatient

Select Pharmacy Location Maintenance Menu Option: 1 Set Up/Edit a Pharmacy Location

Select one of the following:

```
  1          INPATIENT
  2          OUTPATIENT
  3          COMBINED (IP/OP)
```

Select Pharmacy type: 2 OUTPATIENT

Outpatient site selection affects the collection of dispensing data.

OUTPATIENT SITE: PELHAM// ?

Enter the Outpatient Site from which to gather prescription dispensing data.

ANSWER WITH PHARMACY SITE NAME, OR SITE NUMBER, OR RELATED INSTITUTION:
PELHAM

OUTPATIENT SITE: PELHAM// <RET>

PRIME VENDOR?: ??

To more efficiently process Prime Vendor receipts, setting this flag to "Yes" will allow you to store an obligation number. This number will then be offered as a default whenever using the Receive Directly into Drug Accountability option on the Receiving Menu.

```
CHOOSE FROM:
  1          YES
  0          NO
```

PRIME VENDOR?: YES// <RET>

CURRENT PRIME VENDOR PO#: 521-A70005// <RET>

Create a Pharmacy Location—Combined (Inpatient and Outpatient)

Select Pharmacy Location Menu Maintenance Option: 1 Set Up/Edit a Pharmacy Location

Select one of the following:

1	INPATIENT
2	OUTPATIENT
3	COMBINED (IP/OP)

Select Pharmacy type: 3 COMBINED (IP/OP)

Creating COMBINED

For the purpose of collecting Unit Dose and IV dispensing data, any ward at which such dispensing might ever occur should be added. The ONLY reason to NOT add a ward would be if the dispensing at that ward should NOT update COMBINED (IP/OP).

COMBINED is linked to 1 WEST, 1 SOUTH, 1 NORTH, 2 WEST, 2 SOUTH, 2 NORTH, 2 EAST, 1 EAST, 3 WEST, 3 EAST, 3 SOUTH, 4 EAST, 4 NORTH, 5 WEST, 5 EAST, 5 SOUTH, 6 WEST, 6 SOUTH, 7 EAST, 7 WEST, 8 EAST, 8 WEST.

Outpatient site selection affects the collection of dispensing data.

OUTPATIENT SITE: MAYLENE// <RET>

INPATIENT DISPENSING UPDATE?: <RET>

PRIME VENDOR?: YES// ??

To more efficiently process Prime Vendor receipts, setting this flag to "Yes" will allow you to store an obligation number. This number will then be offered as a default whenever using the Receive Directly into Drug Accountability option on the Receiving Menu.

CHOOSE FROM:

1	YES
0	NO

PRIME VENDOR?: YES// <RET>

CURRENT PRIME VENDOR PO#: 521-A70005// <RET>

[At this point the prompts will be the same regardless of pharmacy location type.]

Changing a Pharmacy Location Type

- You can change a Combined location to a separate Inpatient and Outpatient location. If you want to track Outpatient activity, you must create an Outpatient location.
- A site with an existing Inpatient and Outpatient location can be changed to a Combined location.

Connecting with the Primary Inventory Point

The next prompt is "SELECT PRIMARY INVENTORY POINT(S)". The connection to a primary inventory point automates the receiving process. You can connect to multiple primary inventory points. Only primary inventory points marked with "D" for Drug Accountability in the GENERIC INVENTORY file's (#445) SPECIAL INVENTORY TYPE field (#15) can be connected.

The prompt generates mail messages when items are received that are not connected to the DRUG file (#50) or not stocked in the pharmacy location. This will help track drugs only if the drugs stocked in your primary inventory point directly coincide with the drugs in your pharmacy location. If your primary inventory point and pharmacy location inventories are not congruent, receipt failure notification will probably not be helpful.

Connecting with the Primary Inventory Point

```
Select PRIMARY INVENTORY POINT(S): ?
ANSWER WITH PRIMARY INVENTORY POINT(S)
YOU MAY ENTER A NEW PRIMARY INVENTORY POINT(S), IF YOU WISH
For Controlled Substances enter the name of the Pharmacy Inventory
Point which contains ONLY the controlled substances stored in the Pharmacy
MASTER VAULT.
Must be Special Inventory Type "D" for Drug Accountability.
ANSWER WITH GENERIC INVENTORY INVENTORY POINT
CHOOSE FROM:
521-INPATIENT PHARMACY          PRIMARY
521-OUTPATIENT PHARMACY         PRIMARY
[If the system does not display primary inventory points to choose from, you must mark your primary
inventory point as a pharmacy location.]
Select PRIMARY INVENTORY POINT(S): 521-INPATIENT PHARMACY          PRIMARY
ARE YOU ADDING '521-INPATIENT PHARMACY' AS
A NEW PRIMARY INVENTORY POINT(S) (THE 1ST FOR THIS DRUG ACCOUNTABILITY STATS)?
Y (YES)

RECEIPT MAIL GROUP: ??
Enter the name of the mail group that should receive messages whenever
inventory items cannot be received into a pharmacy location and also
this same group will receive DRUG file price update messages.
RECEIPT MAIL GROUP: GROUP

The GROUP mail group has not been created!
Messages can't be sent until creation.

RECEIPT FAILURE NOTIFICATION?: ?
Enter "1" or "Y" to transmit a mailman message to the receiver and the
RECEIPT FAILURE mail group each time a failure occurs.
CHOOSE FROM:
1          YES
0          NO
RECEIPT FAILURE NOTIFICATION?: ??
If a Drug Accountability location is linked to a primary inventory point,
items received into the primary inventory point will also be updated in
the Drug accountability location. If items are received that are not
connected to the DRUG file (#50) or not stocked in the Drug Accountability
location, and this field is set to "YES", the receiver and the RECEIPT
FAILURE mail group will be notified with a list of failed items.
```

```

Choose from
1         YES
0         NO
[Mark Y if your primary inventory point is populated only with drugs designated in the pharmacy
location. If your primary inventory point contains drugs not tracked in your pharmacy location, leave
this field blank or mark with N.] RECEIPT FAILURE NOTIFICATION?: YES
Would you like to loop through 521-INPATIENT PHARMACY'S
items to check for any new entries that are ready to load? YES
Load inventory quantities also? Yes// ?

[Inventory quantities will be multiplied by the dispensing unit conversion
factor.]
Load inventory quantities also? Yes//<RET>
OK to load TRIFLUOPERAZINE HCL 5MG TAB from the DRUG file
linked to inventory item: TRIFLUOPERAZINE? Yes// <RET> TRIFLUOPERAZINE HCL 5MG
TAB
ARE YOU ADDING 'TRIFLUOPERAZINE HCL 5MG TAB' AS A NEW DRUG (THE 6TH FOR THIS
DRUG ACCOUNTABILITY STATS)? Y (YES)
DRUG BALANCE: 2500// <RET>
Updating Beginning balance and transaction history.
Add/edit drugs? No// <RET>

Inactive Date: <RET>

```

Receipt Failure Notification Message

```

Subj: Failed DA/GIP Receipts for 521-93-1-023-0004  [#356992]
01 Dec 92 15:11 CST  2 Lines
From: Failed Receipt Notifier  in 'IN' basket.   Page 1
-----
#9  DOXORUBICIN HYDROCHLORIDE-POSTED STOCK INJECTION-VI NOT STOCKED.
430 NITROGLYCERIN-POSTED STOCK TRANSDERMAL SYSTEM 25MG-30S NOT LINKED.

```

Balance Adjustments **[PSA BALANCE ADJUSTMENTS]**

This option allows you to review and/or enter an adjustment to correct the balance of a drug.



This option is locked by the PSAMGR key.

Balance Initialization **[PSA BALANCE INITIALIZE]**

This option allows you to establish the balance for any drugs in the pharmacy location which do not have a balance.

Enter/Edit a Drug **[PSA DRUG ENTER/EDIT]**

You can use this option to add a new drug to your pharmacy location or establish or display the balance of an existing drug.

Inventory Interface [PSA GIP MENU]

The following options are used for reporting and loading items from a primary inventory point to a pharmacy location:

This menu contains the following submenus and options:

- 1 Report of Inventory Items' Link to DRUG file*
- 2 Loadable Inventory Items Report*
- 3 Populate Pharmacy Location with Inventory Items*
- 4 Drugs Not Found in Linked Inventory*
- 5 Physical Inventory Balance Review*
- 6 Compare Prices (DA/GIP)*

Report of Inventory Items' Link to DRUG file
[PSA GIP LINK REPORT]

This report shows which inventory items are linked to the DRUG file (#50). If there is a link, the report will show the specific link between the inventory and the DRUG file (#50). Drugs must be linked to be loaded in the *Populate Pharmacy Location with Inventory Items* option. The report lists the item number, item description, and the linked drug name.

Loadable Inventory Items Report
[PSA GIP REPORT]

This report shows the inventory items with DRUG file (#50) links not yet added to a selected pharmacy location. These drugs will be loaded in the *Populate Pharmacy Location with Inventory Items* option. The report lists the item number, item name, linked drug, order unit balance, order unit, dispense unit balance, and dispense unit.

Populate Pharmacy Location with Inventory Items
[PSA GIP POPULATE]

This option loads linked drugs from the primary inventory point into a selected pharmacy location. You can view the list of loadable items before loading. This same list is available under the *Loadable Inventory Items' Report* option.

Drugs Not Found in Linked Inventory
[PSA DRUGS NOT IN INVENTORY]

This option lists the drugs in a pharmacy location that have not been loaded into the corresponding primary inventory point. The report lists drug name, connected item number, connected item name, and the primary inventory point that stocks the item.

Physical Inventory Balance Review
[PSA GIP COMPARE]

This option displays selected drugs with their pharmacy location balance and primary inventory point balance.

Compare Prices (DA/GIP)
[PSA GIP DISCREPANCIES]

This report lists Drug Accountability/Inventory Interface prices in comparison with Generic Inventory Package's prices and the conversion factor.

Update Prices [PSA GIP CONT BAL UPDATE]

This option allows you to compare prices in the DRUG file (#50) with prices in the Generic Inventory Package and update the DRUG file (#50) if desired.

Transfer Drugs Between Pharmacies [PSA TRANSFER DRUGS]

The *Transfer Drugs Between Pharmacies* option allows a pharmacist to move drugs between pharmacy locations. The number of dispense units to be moved is subtracted from the dispensing pharmacy location and added to the receiving pharmacy location. A DRUG TRANSFER BETWEEN PHARMACIES SIGNATURE SHEET may be printed after all transfers are completed.



This option is locked by the PSAMGR and PSJ RPHARM keys.

One Active Pharmacy Location

There is only one active pharmacy location.
There must be at least two to transfer drugs.

If there is only one active pharmacy location, you are exited from the option.

More than One Active Pharmacy Location

Enter your Current Signature Code: SIGNATURE VERIFIED

Choose the pharmacy location transferring the drugs:

- 1 COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
- 2 INPATIENT: RIVERCHASE (IP)
- 3 OUTPATIENT: PELHAM (OP)

Select Transfer from Pharmacy: (1-3): 1

Select the pharmacy location that will transfer the drug. This pharmacy location will have its drug balance decreased when the transfer is complete.

Pharmacy Location Maintenance Menu

```
COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
Select DRUG: ACETAMINOPHEN 325MG TAB CN103

Dispense Unit: TAB Current Balance: 60

Enter Quantity to Transfer: (1-60): 10
```

Select the drug and number of dispense units to be transferred.

```
Choose the pharmacy location receiving the transferred drugs:

1 INPATIENT: RIVERCHASE (IP)
2 OUTPATIENT: PELHAM (OP)

Select Transfer to Pharmacy: (1-2): 2
```

Select the pharmacy that will receive the drug. Its balance will be increased when the transfer is complete.

```
INPATIENT: PELHAM (OP) does not stock ACETAMINOPHEN 325MG TAB!

Do you want to continue? YES
```

Answer yes if it is okay to now stock this drug in the receiving pharmacy location.

```
-----
ACETAMINOPHEN 325MG TAB
Transferring: 10 (TAB)

From: COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
To : OUTPATIENT: PELHAM (OP)
-----

Is this OK? NO// YES

Updating pharmacy on-hand balances now.....
Done!
```

If the displayed transfer information is correct, enter YES. The drug balance in the transferring pharmacy location is decreased. The drug balance in the receiving pharmacy location is increased. If the drug is new to the receiving pharmacy location, a mail message is sent to holders of the PSAMGR key letting them know that a new drug is being added to that location. The mail message lists the drug, dispense unit, number of dispense units transferred, pharmacist who initiated the transfer, transferring pharmacy location, and the receiving pharmacy location.

```
COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
Select DRUG: <RET>
```

If there are more drugs to be transferred to the **same** pharmacy location, you can select them now. If not, press the Return key to select the next transferring pharmacy location.

```
Choose the pharmacy location transferring the drugs:

1  COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
2  INPATIENT: RIVERCHASE (IP)
3  OUTPATIENT: PELHAM (OP)

Select Transfer from Pharmacy: (1-3): ^
```

If you want to transfer drugs from another pharmacy location, select that location now. If you are finished transferring drugs, enter “^”.

```
Print transfer signature sheets? Y// <RET>ES
DEVICE: HOME// [Select Print Device]
```

A DRUG TRANSFER BETWEEN PHARMACIES SIGNATURE SHEET can be printed at this time for all the transfers you just entered. This sheet prints the transfer data for each unique combination of pharmacy locations. It is used to record the signature of the person who received the drugs. See the *Transfer Signature Sheet* option for an example of this sheet.

Chapter Three: Receipts Menu

[PSA RECEIPTS MENU]

Options on this menu process receipts for purchase orders, control point transactions, and prime vendors.

This menu contains the following submenus and options:

- 1 Receiving Directly into Drug Accountability*
- 2 Purchase Order Review*
- 3 Control Point Transaction Review*
- 4 Drug Receipt History Review*
- 5 Invoice Review*

Receiving Directly into Drug Accountability [PSA RECEIVING]

This option processes prime vendor receipts from an invoice, updating the balance, transaction file, and monthly activity.

IMPORTANT:

Once received, the drug balances are incremented in the pharmacy location and/or master vault. The invoiced drug's order unit is compared to the ORDER UNIT field (#12) in the DRUG file (#50) and the dispense units per order unit is compared to the DISPENSE UNITS PER ORDER UNIT field (#15) in the DRUG file (#50). If the order unit and dispense units per order unit are the same, the NDC (#31), PRICE PER ORDER UNIT (#13), and PRICE PER DISPENSE UNIT (#16) fields in the DRUG file (#50) may be updated.

The following condition must be met to update the NDC field (#31).

- If the invoice NDC is different from the NDC field (#31), the NDC field (#31) is overwritten with the invoiced NDC.

The following condition must be met to update the PRICE PER ORDER UNIT field (#13) and PRICE PER DISPENSE UNIT field (#16).

- If the invoiced price per order unit is different than the PRICE PER ORDER UNIT field (#13), the PRICE PER ORDER UNIT field (#13) is overwritten with the new prorated price per order unit. The PRICE PER DISPENSE UNIT field (#16) is also overwritten with the new prorated price per dispense unit.

Receiving Directly into Drug Accountability

- 1 Receiving Directly into Drug Accountability
- 2 Purchase Order Review
- 3 Control Point Transaction Review
- 4 Drug Receipt History Review
- 5 Invoice Review

Select Receiving Menu Option: **1** Receiving Directly into Drug Accountability

Select one of the following:

- | | |
|---|------------------|
| 1 | INPATIENT |
| 2 | OUTPATIENT |
| 3 | COMBINED (IP/OP) |

Select Pharmacy type: **1** INPATIENT

Because there is more than one Inpatient Site at this facility, I need you to select an AR/WS Inpatient Site Name: **PELHAM**

COMBINED (IP/OP) for PELHAM

The current Prime Vendor PO# for this location doesn't seem current.

```
Would you like to correct it? Yes// <RET>
CURRENT PRIME VENDOR PO#: 521-C70001// <RET>

Select Prime Vendor Obligation Number: 521-C70001//<RET>          08-25-92  ST
Pending
Fiscal Action
      FCP: 022      $ 6000
Select Pharmacy Transaction number: 521-97-1-022-0001

Please enter the Prime Vendor Invoice number: ??

To allow the entering of a Prime Vendor Invoice number for a receipt.
The IFCAP Purchase Order number may be used all month and there may not
be a corresponding IFCAP transaction number for each Prime Vendor receipt.

The invoice will be stored, allowing look-ups for receipts against this
invoice.

Please enter the Prime Vendor Invoice number: 119202
Select INPATIENT drug: METOPROLOL TARTRATE 50MG TAB          CV100
NDC: 64738-8236-1 <RET>
Order Unit: BT <RET> BOTTLE
Dispense Units: TAB
Dispense Units per Order Unit: 1000// <RET>
Price per Order Unit: (0-9999): 93.6 <RET>
Quantity received: (0-9999999):25 <RET>      Converted quantity: 25000
Okay to post? Yes// YES

There were 60 on hand.                      There are now 25060 on hand.

Updating monthly receipts and transaction history.
```

Purchase Order Review

[PSA PURCHASE ORDER REVIEW]

This option reviews all receipt transactions for a selected purchase order. It lists the purchase order number, purchase order date, receiving pharmacy location, date and time the drug was received, drug name, quantity received, and the name of the person who received the drugs.

Control Point Transaction Review

[PSA CP TRANSACTION REVIEW]

This option reviews the receipt transactions processed for a selected control point transaction number. The report format is the same as the Purchase Order Review report.

Drug Receipt History Review

[PSA DRUG HISTORY]

This option reviews drugs received over a selected time range for a selected drug. One, many, or all drugs can be printed. The report lists the drug name, receiving pharmacy location, date and time the drug was received, quantity received, and the person's name who received the drug.

Invoice Review

[PSA INVOICE REVIEW]

This option lists all receipts posted for a selected prime vendor invoice number. The report lists the invoice number, receiving pharmacy location, date and time the drug was received, quantity received, and the person's name who received the drug.

Chapter Four: Dispensing Menu

[PSA DISPENSING MENU]

When the *All Location Dispense/Purge* option is scheduled to run nightly, dispensing is collected automatically for all Automatic Replenishment/Ward Stock, Unit-Dose, IV, and Outpatient drugs that are housed in a pharmacy location. If new IV or Outpatient drugs are added to a location and you want to gather dispensing history for up to the last sixty days, the options on this menu may help.

This menu contains the following submenus and options:

- 1 *IV Dispensing (Single Drug)*
- 2 *IV Dispensing (All Drugs)*
- 3 *Outpatient Dispensing (Single Drug)*
- 4 *Outpatient Dispensing (All Drugs)*

IV Dispensing (Single Drug) [PSA IV SINGLE]

This option collects intravenous (IV) dispensing information for a single drug in a location from the IV STATS file (#50.8). If present, the last IV collection date is used as a starting point. Otherwise, the user selected date is used. You can run the *Drug Transaction History* option to produce a report with which to verify dispensing information. The report lists the pharmacy location that dispensed the IV, the date it was dispensed, total dispensed, price per dispense unit, and total cost.

IV Dispensing (All Drugs) [PSA ALL DRUGS]

This option collects IV dispensing information for all drugs from the IV STATS file (#50.8). If present, the last IV collection date is used as a starting point. Otherwise, you need to enter a date from which to begin collection. The report lists the pharmacy location that dispensed the IV, the date it was dispensed, total dispensed, price per dispense unit, and total cost.

Outpatient Dispensing (Single Drug) [PSA OP SINGLE]

This option collects Outpatient (OP) dispensing information for a single drug from the PRESCRIPTION file (#52). If present, the last OP dispensing date is used as a starting point. Otherwise, you need to enter a date from which to begin collection. A report of the updating lists the drug name, date dispensed, total dispensed units dispensed, price per dispense units, dispense unit, total cost per date dispensed, and total cost for all dispensed dates.

Outpatient Dispensing (All Drugs) [PSA OP ALL DRUGS]

This option collects Outpatient (OP) dispensing information for all drugs in this location from the PRESCRIPTION file (#52). If present, the last OP dispensing date is used as a starting point. Otherwise, you need to enter a date from which to begin collection.

A report of the updating lists the drug name, date dispensed, total dispensed units dispensed, price per dispense units, dispense unit, total cost per date dispensed, and total cost for all dispensed dates.

Chapter Five: Maintenance Reports Menu

[PSA GIP MAINTENANCE RPT MENU]

The *Maintenance Reports Menu* contains options that generate reports on balance adjustments, drug balances by location, monthly summary, and drug transaction history reports.

This menu contains the following submenus and options:

- 1 *Balance Adjustments History*
- 2 *Drug Balances by Location*
- 3 *Drug Transaction History*
- 4 *Monthly Summary*
- 5 *Transfer Signature Sheet*

Balance Adjustments History [PSA BALANCE ADJUSTMENTS REPORT]

This option reviews adjustments and transfers of a drug. The report lists the drug, transaction date and time, adjustment quantity, transfer quantity, transaction, adjustment reason, and pharmacy location that sent or received the transferred drug.

Drug Balances by Location [PSA DISPLAY LOCATION]

The *Drug Balances by Location* option generates a report by pharmacy location listing each of its drugs' name, quantity on hand, and dispense unit.

Drug Transaction History [PSA DRUG DISPLAY]

This option provides a transaction history for one, many, or all drug(s) within the pharmacy location for a given date range. It lists the date range, drug, beginning date, beginning balance, transaction date and time, transaction quantity, transaction type, person who made the transaction, and resulting balance.

If the transaction is **receiving** drugs, the purchase order number, transaction number, and invoice number are also listed.

If the transaction is **dispensing**, the report designates where the dispensing took place (Inpatient Medications or Outpatient pharmacy).

Monthly Summary [PSA MONTHLY SUMMARY]

This option allows the user to print a pharmacy location's detailed or summary monthly report of transactions made on one, many, or all drugs.

If the user selects the detailed report, the drug, beginning balance, total receipts, total dispensed, total adjustments, total transfers, and ending balance or one, many, or all drugs in the selected pharmacy location is printed.

If the user selects the summary report, the detailed report prints then a separate summary report follows. The summary report contains the drug, total receipts, total dispensed, total adjustments, and total transfers for one, many, or all drugs in the selected pharmacy location. A total line for the total receipts, total dispensed, total adjustments, and total transfers is printed.

Transfer Signature Sheet

[PSA TRANSFER SIGNATURE SHEET]

The *Transfer Signature Sheet* option prints a report of all transferred drugs within a specific date range. This report is used to record the signature of the person who received the drugs or to review transfer history.

Choose the pharmacy location transferring the drugs:

- 1 COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
- 2 INPATIENT: RIVERCHASE (IP)
- 3 OUTPATIENT: PELHAM (OP)

Select Transfer from Pharmacy: (1-3): 1

Select the pharmacy location that will send the drugs to the other pharmacy location.

Choose the pharmacy location receiving the transferred drugs:

- 1 INPATIENT: RIVERCHASE (IP)
- 2 OUTPATIENT: PELHAM (OP)

Select Transfer to Pharmacy: (1-2): 2

Select the pharmacy location that will receive the drugs from the transferring pharmacy locations.

Beginning Date: 8 12 (AUG 12, 1997)

Ending Date : 8 12 (AUG 12, 1997)

DEVICE: HOME// [Select Print Device]

Enter the date range for which you want to print the transfer signature sheets.

AUG 12, 1997@12:40	D R U G A C C O U N T A B I L I T Y	Page: 1
	D R U G T R A N S F E R B E T W E E N P H A R M A C I E S S I G N A T U R E S H E E T	
	C O M B I N E D (I P / O P) : A L A B A S T E R V A M C I P (I P) A L A B A S T E R V A M C O P (O P)	
TRANSFERRED TO: OUTPATIENT: PELHAM (OP)		

TRANSFER DATE	QTY	DRUG
		NEW BALANCE

Aug 12, 1997@12:40	10	ACETAMINOPHEN 325MG TAB
		50
Dispensed by: SMITH, TYRONE M.	Rec'd by:	
(Full Name)	(Full Name)	

Section Two: Prime Vendor Interface Menu [PSA PRIME VENDOR INTERFACE]

The *Prime Vendor Interface Menu* assists in the maintaining a perpetual drug inventory by interfacing with the prime vendor's invoice data.

This menu contains the following submenus and options:

- 1 *Pharmacy Location Maintenance Menu ...*
- 2 *Dispensing Menu ...*
- 3 *Orders Menu ...*
- 4 *Maintenance Reports Menu ...*

Chapter One: Pharmacy Location Maintenance Menu

[PSA PV LOCATION MENU]

The *Pharmacy Location Maintenance Menu* contains options that set up and edit pharmacy locations. The drug balances can be initialized and adjusted. A new drug can be added to a pharmacy location or existing drug balances can be displayed. The drug stock and reorder levels can be entered and edited.

This menu contains the following submenus and options:

- 1 *Set Up/Edit a Pharmacy Location*
- 2 *Balance Adjustments*
- 3 *Balance Initialization*
- 4 *Enter/Edit a Drug*
- 5 *Enter/Edit Stock and Reorder Levels*
- 6 *Transfer Drugs Between Pharmacies*

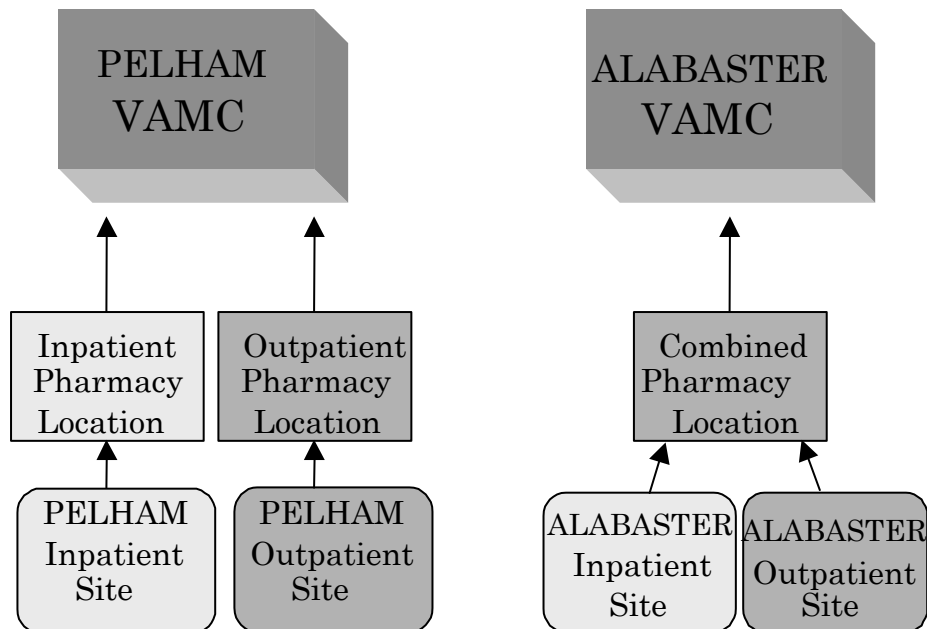
Set Up/Edit a Pharmacy Location [PSA LOCATION EDIT]

The *Set Up/Edit a Pharmacy Location* option creates and edits a pharmacy location. The pharmacy location's name, location type, and drugs can be entered and edited. If it is an Inpatient pharmacy location, wards can also be linked and unlinked. If it is an Outpatient pharmacy location, IV rooms can be linked and unlinked.

Creating the Pharmacy Location

About Pharmacy Locations

Locations are either Outpatient (OP), Inpatient (IP), or a Combined (IP/OP). You can have more than one location - even more than one type of location (for instance, a multi-divisional facility might procure for several combined locations).



Create a location for each Inpatient or Outpatient site in order to track drug balances separately. Or, create a Combined location, like ALABASTER, that tracks Inpatient and Outpatient drug balances together.

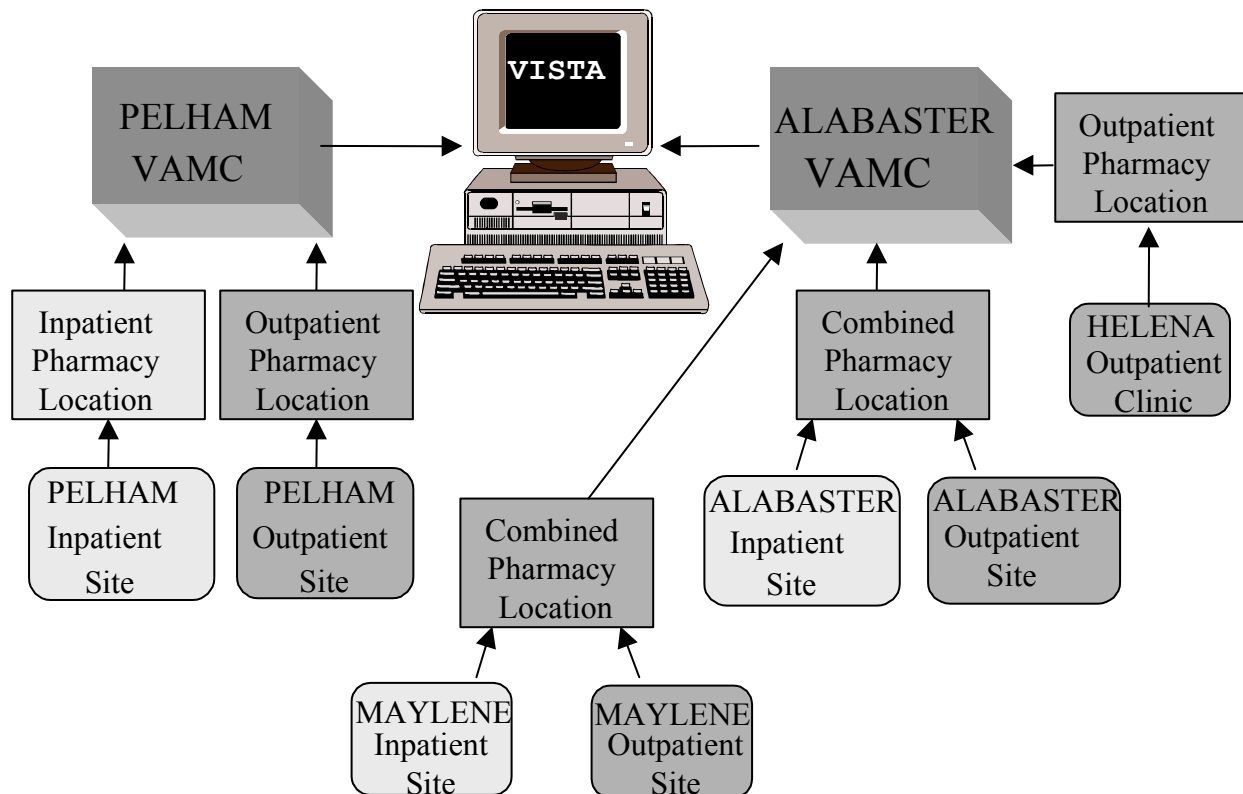
Choosing a Site Name

How your site will track the drugs will depend on the type of pharmacy location you choose.

The three choices are Inpatient, Outpatient, or Combined.

- Inpatient: will track drugs only in the Inpatient dispensing site.
- Outpatient: will track drugs only in the Outpatient pharmacy/clinic.
- Combined: tracks all the drugs together in the Inpatient dispensing site and the Outpatient pharmacy/clinic. You receive one total per drug.

A site is the physical location where drugs are stored and dispensed. If your facility maintains more than one Inpatient or Outpatient site, you'll be asked to choose a site for this pharmacy location.



Multi-divisional facilities can track drugs in a variety of locations.

Entering Wards for Inpatient Sites

Assign wards to each Inpatient site. Each ward can be connected to only one Inpatient site. This information affects the gathering of IV and Unit Dose dispensing data.

Create a Pharmacy Location—Single Inpatient

Select Prime Vendor Interface Menu Option: 1 Pharmacy Location Maintenance Menu

- 1 Set Up/Edit a Pharmacy Location
- 2 Balance Adjustments
- 3 Balance Initialization
- 4 Enter/Edit a Drug
- 5 Enter/Edit Stock and Reorder Levels ...

Select Pharmacy Location Maintenance Menu Option: 1 Set Up/Edit a Pharmacy Location

Select one of the following:

- 1 INPATIENT
- 2 OUTPATIENT
- 3 COMBINED (IP/OP)

Select Pharmacy type: 1 INPATIENT

Creating INPATIENT

For the purpose of collecting Unit Dose and IV dispensing data, any ward at which such dispensing might ever occur should be added. The ONLY reason to NOT add a ward would be if the dispensing at that ward should NOT update COMBINED (IP/OP).

[There is NO harm in adding inactive wards.]

INPATIENT is linked to 1 WEST, 1 SOUTH, 1 NORTH, 2 WEST, 2 SOUTH, 2 NORTH, 2 EAST, 1 EAST, 3 WEST, 3 EAST, 3 SOUTH, 4 EAST, 4 NORTH, 5 WEST, 5 EAST, 5 SOUTH, 6 WEST, 6 SOUTH, 7 EAST, 7 WEST, 8 EAST, 8 WEST.

Add/edit drugs? No// <RET> NO

Maintain reorder levels: YES// <RET>

Days to keep invoice data: 180

Inactive Date: <RET>

Create a Pharmacy Location—Single Outpatient

Select Pharmacy Location Maintenance Menu Option: 1 Set Up/Edit a Pharmacy Location

Select one of the following:

- | | |
|---|------------------|
| 1 | INPATIENT |
| 2 | OUTPATIENT |
| 3 | COMBINED (IP/OP) |

Select Pharmacy type: 2 OUTPATIENT

Outpatient site selection affects the collection of dispensing data.

OUTPATIENT SITE: PELHAM// ?

Enter the Outpatient Site from which to gather prescription dispensing data.

ANSWER WITH PHARMACY SITE NAME, OR SITE NUMBER, OR RELATED INSTITUTION:

PELHAM

OUTPATIENT SITE: PELHAM// <RET>

Add/edit drugs? NO// <RET> NO

PELHAM Outpatient Site

Currently linked IV Rooms: PELHAM IV ROOM #1

Link or unlink Iv room (L/U): Link

Enter the IV rooms that receive IVs from the outpatient site.

Select IV ROOM NAME: PELHAM Room #2

Select IV ROOM NAME: <RET>

PELHAM Outpatient Site

IV rooms to be linked: PELHAM IV ROOM #2

Should the IV rooms be linked? N// YES

Linking IV rooms.

The IV rooms were linked successfully.

Maintain reorder levels: YES// <RET>

Days to keep invoice data: 180

Inactive Date: <RET>

Create a Pharmacy Location-Combined (Inpatient and Outpatient)

Select Pharmacy Location Maintenance Menu Option: 1 Set Up/Edit a Pharmacy Location

Select one of the following:

- | | |
|---|------------------|
| 1 | INPATIENT |
| 2 | OUTPATIENT |
| 3 | COMBINED (IP/OP) |

Select Pharmacy type: 3 COMBINED (IP/OP)

Creating COMBINED

For the purpose of collecting Unit Dose and IV dispensing data, any ward at which such dispensing might ever occur should be added. The ONLY reason to NOT add a ward would be if the dispensing at that ward should NOT update COMBINED (IP/OP).

COMBINED is linked to 1 WEST, 1 SOUTH, 1 NORTH, 2 WEST, 2 SOUTH, 2 NORTH, 2 EAST, 1 EAST, 3 WEST, 3 EAST, 3 SOUTH, 4 EAST, 4 NORTH, 5 WEST, 5 EAST, 5 SOUTH, 6 WEST, 6 SOUTH, 7 EAST, 7 WEST, 8 EAST, 8 WEST.

Outpatient site selection affects the collection of dispensing data.

OUTPATIENT SITE: // MAYLENE
Add/edit drugs? NO// <RET> NO

MAYLENE Outpatient Site

Link or unlink Iv room (L/U): Link

Enter the IV rooms that receive IVs from the outpatient site.

Select IV ROOM NAME: MAYLENE IV ROOM #1
Select IV ROOM NAME: <RET>

MAYLENE Outpatient Site

IV rooms to be linked: MAYLENE IV ROOM #1

Should the IV rooms be linked? N// YES

Linking IV rooms.
The IV rooms were linked successfully.

Maintain reorder levels: YES// <RET>
Days to keep invoice data: 180
Inactive Date: <RET>

Changing a Pharmacy Location Type

- You can change a Combined pharmacy location to a separate Inpatient and Outpatient pharmacy location. If you want to track Outpatient activity, you must create an Outpatient pharmacy location.
- A site with an existing Inpatient and Outpatient pharmacy location can be changed to a Combined pharmacy location.

Balance Adjustments

[PSA BALANCE ADJUSTMENTS]

This option reviews and enters adjustments to correct the balance of drugs.



This option is locked by the PSAMGR key.

Balance Initialization

[PSA BALANCE INITIALIZE]

This option establishes the balance for any drugs that do not yet have a balance.

Enter/Edit a Drug

[PSA PV DRUG ENTER/EDIT]

The *Enter/Edit a Drug* option adds a new drug to the pharmacy location. If the drug is being added to the location and the location maintains stock and reorder levels, it prompts for the stock and reorder levels. It also displays the balance of an existing drug.

Enter/Edit Stock and Reorder Levels

[PSA STOCK AND REORDER LEVELS]

The *Enter/Edit Stock and Reorder Levels* option flags a pharmacy location or master vault to maintain or not maintain the stock and reorder levels. If the flag is set to YES, the user enters the drugs' stock and reorder levels. These levels are used to determine if a mail message should be sent with the drugs that need to be ordered. Only holders of the PSJ RPHAM pharmacist key can set levels in master vaults.

The mail message is sent to the holders of the PSA ORDERS key. It is sent if at least one drug's balance is equal to or less than the reorder level. The message lists the drug name, stock level, current balance, and number of dispense units to order for the pharmacy location or master vault. The number of dispense units to order is determined by subtracting the current balance from the stock level. If the user is not a pharmacist, only the pharmacy location data is sent. If the user is a pharmacist, the pharmacy location and master vault data are sent.

Transfer Drugs Between Pharmacies [PSA TRANSFER DRUGS]

The *Transfer Drugs Between Pharmacies* option allows a pharmacist to move drugs between pharmacy locations. The number of dispense units to be moved is subtracted from the dispensing pharmacy location and added to the receiving pharmacy location. A DRUG TRANSFER BETWEEN PHARMACIES SIGNATURE SHEET may be printed after all transfers are completed.



This option is locked by the PSAMGR and PSJ RPHARM keys.

One Active Pharmacy Location

There is only one active pharmacy location.
There must be at least two to transfer drugs.

If there is only one active pharmacy location, you are exited from the option.

More than One Active Pharmacy Location

Enter your Current Signature Code: SIGNATURE VERIFIED

Choose the pharmacy location transferring the drugs:

- 1 COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
- 2 INPATIENT: PELHAM (IP)
- 3 OUTPATIENT: HELENA (OP)

Select Transfer from Pharmacy: (1-3): 1

Select the pharmacy location that will transfer the drug. This pharmacy location will have its drug balance decreased when the transfer is complete.

COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
Select DRUG: ACETAMINOPHEN 325MG TAB CN103

Dispense Unit: TAB Current Balance: 60

Enter Quantity to Transfer: (1-60): 10

Select the drug and number of dispense units to be transferred.

Choose the pharmacy location receiving the transferred drugs:

- 1 INPATIENT: PELHAM (IP)
- 2 OUTPATIENT: HELENA (OP)

Select Transfer to Pharmacy: (1-2): 2

Select the pharmacy that will receive the drug. Its balance will be increased when the transfer is complete.

INPATIENT: HELENA (OP) does not stock ACETAMINOPHEN 325MG TAB!

Do you want to continue? YES

Answer yes if it is okay to now stock this drug in the receiving pharmacy location.

ACETAMINOPHEN 325MG TAB
Transferring: 10 (TAB)

From: COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
To : OUTPATIENT: HELENA (OP)

Is this OK? NO// YES

Updating pharmacy on-hand balances now.....
Done!

If the displayed transfer information is correct, enter YES. The drug balance in the transferring pharmacy location is decreased. The drug balance in the receiving pharmacy location is increased. If the drug is new to the receiving pharmacy location, a mail message is sent to holders of the PSAMGR key letting them know that a new drug is being added to that location. The mail message lists the drug, dispense unit, number of dispense units transferred, pharmacist who initiated the transfer, transferring pharmacy location, and the receiving pharmacy location.

COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
Select DRUG: <RET>

If there are more drugs to be transferred to the **same** pharmacy location, you can select them now. If not, press the Return key to select the next transferring pharmacy location.

Pharmacy Location Maintenance Menu

Choose the pharmacy location transferring the drugs:

- 1 COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
- 2 INPATIENT: PELHAM (IP)
- 3 OUTPATIENT: HELENA (OP)

Select Transfer from Pharmacy: (1-3): ^

If you want to transfer drugs from another pharmacy location, select that location now. If you are finished transferring drugs, enter “^”.

Print transfer signature sheets? Y// <RET>ES

DEVICE: HOME// *[Select Print Device]*

A DRUG TRANSFER BETWEEN PHARMACIES SIGNATURE SHEET can be printed at this time for all the transfers you just entered. This sheet prints the transfer data for each unique combination of pharmacy locations. It is used to record the signature of the person who received the drugs. See the *Transfer Signature Sheet* option for an example of this sheet.

Chapter Two: Dispensing Menu

[PSA DISPENSING MENU]

The *Dispensing Menu* contains options that assist with the gathering of dispensing activity from other Pharmacy packages.

This menu contains the following submenus and options:

- 1 *IV Dispensing (Single Drug)*
- 2 *IV Dispensing (All Drugs)*
- 3 *Outpatient Dispensing (Single Drug)*
- 4 *Outpatient Dispensing (All Drugs)*

IV Dispensing (Single Drug)

[PSA IV SINGLE]

This option collects IV dispensing information for a single drug in a location from the IV STATS file (#50.8). If present, the last IV collection date is used as a starting point. Otherwise, the user-selected date is used. You can run the *Drug Transaction History* option to produce a report with which to verify dispensing information. The report lists the pharmacy location that dispensed the IV, the date it was dispensed, total dispensed, price per dispense unit, and total cost.

IV Dispensing (All Drugs)

[PSA ALL DRUGS]

This option collects IV dispensing information for all drugs from the IV STATS file (#50.8). If present, the last IV collection date is used as a starting point. Otherwise, you need to enter a date from which to begin collection. The report lists the pharmacy location that dispensed the IV, the date it was dispensed, total dispensed, price per dispense unit, and total cost.

Outpatient Dispensing (Single Drug)

[PSA OP SINGLE]

This option collects Outpatient (OP) dispensing information for a single drug from the PRESCRIPTION file (#52). If present, the last OP dispensing date is used as a starting point. Otherwise, you need to enter a date from which to begin collection. A report of the updating lists the drug name, date dispensed, total dispensed units dispensed, price per dispense units, dispense unit, total cost per date dispensed, and total cost for all dispensed dates.

Outpatient Dispensing (All Drugs)

[PSA OP ALL DRUGS]

This option collects Outpatient (OP) dispensing information for all drugs in this location from the PRESCRIPTION file (#52). If present, the last OP dispensing date is used as a starting point. Otherwise, you need to enter a date from which to begin collection.

A report of the updating lists the drug name, date dispensed, total dispensed units dispensed, price per dispense units, dispense unit, total cost per date dispensed, and total cost for all dispensed dates.

Chapter Three: Orders Menu

[PSA ORDERS MENU]

The *Orders Menu* allows the user to upload, process, verify, and print prime vendor invoices. It also allows memo data to be entered.




This option is locked by the PSA ORDERS key.

- 1 *Upload and Process Prime Vendor Invoice Data*
- 2 *Process Uploaded Prime Vendor Invoice Data*
- 3 *Verify Invoices*
- 4 *Print Orders*
- 5 *Credit Resolution*
- 6 *Edit Verified Invoices*
- 7 *Delete Un-processed Invoices*
- 8 *Setup Mail Message Recipients*

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Upload and Process Prime Vendor Invoice Data [PSA UPLOAD PRIME VENDOR DATA]

This option uploads the prime vendor invoice data file into the Drug Accountability/Inventory Interface system.

 This is the only option for which you must use the prime vendor Personal Computer (PC). The PC must be running PROCOMM PLUS® Version 2.01 for DOS software to upload the invoice data.



This option is locked by the PSA ORDERS key.

Upload and Processing of Vendor Invoice Data

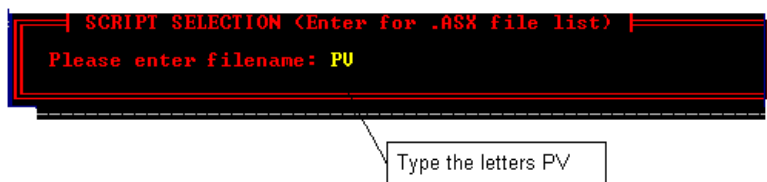
```
Select Order Menu Option:  UPLOAD and Process Prime Vendor Invoice Data

Are you ready to upload the prime vendor invoice data? Yes//  <RET>

If you enter 'XXX' for the file name it will be replaced by the name sent.
RECIEVE TO KERMIT FILE: <u>XXX</u>
Are you adding 'XXX' as a new KERMIT HOLDING (the 4TH)? No//  <u>Y</u>  (Yes)
KERMIT HOLDING Replace File Name: YES//  <RET>  YES
```

The last four prompts will only appear the first time the user uploads data.

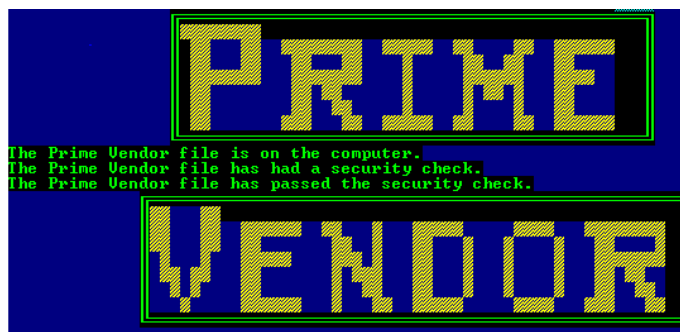
```
Press <ALT> 1 if your Prime Vendor script is installed as a Meta Key,
otherwise press <ALT> F5 and enter "PV"
```



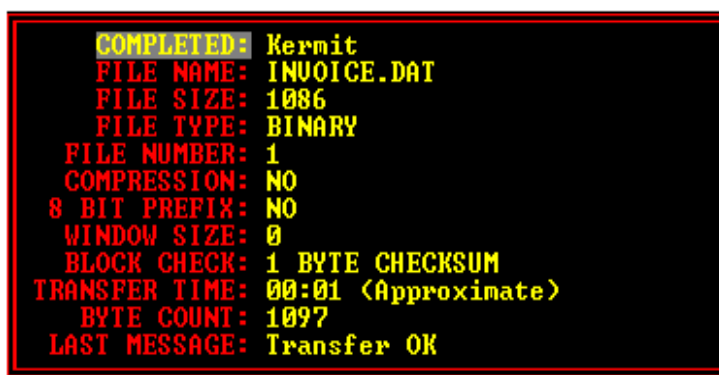
This box will pop up on your screen when you enter the Meta key or <ALT> F5.

It is **not** necessary to stop your upload if you do not know if the script has been installed as a Meta key. Just press the <ALT> F5 keys. The prompts are no different than if you had used the Meta key. The Meta key is just a shortcut that IRM may have installed. Check with them for your next upload.

Once you have typed in the PV, look at the lower left-hand corner of your screen, in the status bar, to see that PV.ASP appears. When you see this it means that the PROCOMM PLUS® routine is running.



The computer verifies that the invoice data and security files exist then checks to see if the invoice file has been altered. If any of these conditions are not met, another pop up window appears to let you know and the upload has been halted. If the last two conditions are not met, contact your IRM staff. If the first condition was not met, there is no invoice data to upload. If all conditions are met, you will get the box below.



In the process of a normal upload, the last line will first read “Exchanging Initialization parameters”, then “File header transfer”, and at the end of a successful upload, it reads “Transfer OK.”

Notice: If the last message line reads “Packet Resent”, PROCOMM PLUS® is having a problem finding the files. At the point the best thing to do is to abort the upload, exit PROCOMM PLUS® and restart the upload. This is a bug within the PROCOMM PLUS® software.

How to abort PROCOMM PLUS® and restart upload.

STEP 1: To abort the upload press escape.

STEP 2: To stop the routine, press escape, answer yes to the “Exit script?” question you will see in the pop up box.

STEP 3: Press <Alt X> to exit PROCOMM PLUS® then answer yes to the “Exit to DOS?” question you will see in the pop up box.

STEP 4: At the C prompt enter PCPLUS, this will bring you into PROCOMM PLUS® and then you must press the Return key.

STEP 5: You can now access the Drug Accountability/Inventory Interface software and start the upload process again.

If the transfer was successful, you will receive the message below.

```
Unwrapping the invoice.
Finished unwrapping the invoice

Checking the invoice data.
Finished checking the invoice data.
```

The software is checking for the correct formatting of the invoice data.

Notice: If the formatting is incorrect, a screen listing the errors is displayed with instructions to inform your IRM of the problem. At this point the upload is aborted.

```
Loading data into VISTA.
>> Order#: C5015004 Invoice#: 5471738 Invoice Date: Jan 07, 1997
** Order#: C5014004 Invoice#: 5471739, has been uploaded and
    is awaiting processing. It cannot be uploaded more than once.
>> Order#: C5015006 Invoice#: 5473337 Invoice Date: Jan 07, 1997
Finished loading data into VISTA.

**The upload was successful.**

Press RETURN to continue: <RET>
```

The files are being loaded in **VISTA**. If the words “**The upload was successful.**” displays on the screen, but not in the pop up window, contact your IRM staff to delete the invoice files from the hard drive. This may happen if there is an invoice file that is particularly large. When you see the “**The upload was successful.**” pop up box, the invoice data file is deleted from your hard drive.

```
Searching for and storing the drug data for each line item.
Order#: C5015004 Invoice#: 5471738 Invoice Date: Jan 07, 1997..
Order#: C5015006 Invoice#: 5473337 Invoice Date: Jan 07, 1997...
Finished storing the drug data.
```

The line items on the invoice are attempting to be matched to the drugs in the DRUG file (#50) using the NDC, vendor stock number, or Universal Product Code (UPC). Each dot after the order number represents the processing of a line item on the invoice.

Note: The invoices listed in the data search may include previously uploaded invoices that have not yet been processed.

Print all uploaded invoices? **NO**

Do you want to process the invoices now? **YES**

It is a good idea to print the invoices now so that you can compare the vendor's invoice copy to the printout. You can generally find the vendor's stock number on both the vendor's invoice copy and the Drug Accountability/Inventory Interface invoice. If there are other invoices that have been uploaded and not processed, you will receive a printout of them as well as the invoices you just uploaded. If you want a printout of some of the unprocessed invoices, use the *Print Orders* option.

If you want to process any uploaded invoices now, answer yes to the "Do you want to process the invoices now?" prompt. If you want to wait to process the invoices, answer no. You can process them later by selecting the *Process Uploaded Prime Vendor Invoice Data* option.

Process Uploaded Prime Vendor Invoice Data [PSA PROCESS PRIME VENDOR DATA]

Processing an invoice is matching the line items to the DRUG file (#50) and validating the invoice. To validate the invoice, the processor confirms all line item data. If the quantity received is different than the invoice quantity, the processor enters an adjustment. The processor also validates the drug, unit price, order unit, and the dispense units per order unit. If the pharmacy location or master vault is flagged to maintain stock levels, the first time the drug is received the processor may enter the stock and reorder levels. Anyone holding the PSA ORDERS key can process the invoice.



This option is locked by the PSA ORDERS key.

Select Orders Menu Option: **PROC**ess Uploaded Prime Vendor Invoice Data

Enter your Current Signature Code: SIGNATURE VERIFIED

One Active Pharmacy Location

The invoices are being assigned to the pharmacy location. Please wait....

If there is only one pharmacy location and the invoice contains at least one drug that is not marked as a controlled substance, the software automatically assigns the invoice to the pharmacy location.

More than One Active Pharmacy Location

If there is more than one active pharmacy location, the active locations are listed. The user is asked to assign the invoice to one of the locations.

```

<<< ASSIGN A PHARMACY LOCATION SCREEN >>>
-----
1. COMBINED (IP/OP):  ALABASTER VAMC INPATIENT (IP)
                      ALABASTER VAMC OUTPATIENT (OP)
2. OUTPATIENT: PELHAM CLINIC (OP)

Order#: C5914004  Invoice#: 5471738  Invoice Date: Jul 07, 1997
Some controlled substances
Pharmacy Location:  (1-2): 1

```

Notice:

If controlled substances were found on the invoice one of two things will happen.

- (1) If the invoice contains drugs that are marked as a controlled substance and drugs that are not marked as controlled substances, the user will assign a master vault and pharmacy location to the invoice. When the pharmacy location is assigned the message "Some controlled substances" will appear below the invoice data to let you know that you will be assigning a master vault, as shown on the previous box.
- (2) If all of the drugs are marked as a controlled substance the user will only assign the invoice to a master vault. If all of the drugs are marked as a controlled substance, the message "***All controlled substances" will appear below the invoice data to let you know that a pharmacy location was not assigned, as shown in the box below.

If NO drugs were marked as a controlled substance, the invoice will only be assigned to a pharmacy location.

More than One Master Vault

```

<<< ASSIGN A MASTER VAULT SCREEN >>>
-----
1. MASTER VAULT 1
2. MASTER VAULT 2

Order#: C2529410  Invoice#: 54733371  Invoice Date: Jan 07, 1997
** All controlled substances

Select Master Vault:  (1-2): 2

Enter RETURN to continue or '^' to exit: <RET>

```

If there is more than one active master vault, the active ones are listed and the user is asked to assign the invoice to one of the vaults.

One Master Vault

The invoices are being assigned to the master vault. Please wait..

If there is only one master vault and the invoice contains at least one drug that is marked as a controlled substance, the invoice is automatically assigned to the master vault.

Process Entire Invoice

<<< PROCESS ENTIRE INVOICE SCREEN >>>

No errors have been detected on the following invoices. If there are no corrections, you can change the invoices' status to "Processed" by selecting them from the list. If you do have corrections, press the return key then a second list will be displayed. You will be able to choose the invoices from that list and enter corrections.

Choose the invoices from the list you want to process.

=====

1. Order#:	C5914005	Invoice#:	5471741	Invoice Date:	Jul 07, 1997
------------	----------	-----------	---------	---------------	--------------

=====

Select invoices to process: (1-1): 1

There are three reasons, or a combination of the three reasons, why invoices will be listed on the PROCESS ENTIRE INVOICE SCREEN, use the chart to help you decide which actions to take.

(1) If all of the invoices are supply invoices, whose items will never be in the DRUG file (#50), the entire invoice can be processed at one time.	Select those invoices for processing.
(2) If all the invoices contained drugs that were found in the DRUG file (#50) and all required data was also found.	Select those invoices for processing.
(3) If all the invoices contained drugs that were not found in the DRUG file (#50), it flags it as a possible supply invoice. This will probably occur more often in the beginning because more items will not be matched to the DRUG file (#50).	Do not choose this invoice for processing. Press the Return/Enter key. This will take you to another screen where you will be able to edit the line items.
(4) If you have a combination of invoices that contain all supply items or all drugs found together with drugs that have not been found.	Select only those invoices that contain all supply items or all found drugs for processing. After you process the above invoices you will be taken to another screen where you will be able to edit the line items which were not found.
(5) If all of the invoices contained drugs that were not found.	Press the Return/Enter key. You will be taken to another screen where you will be able to edit the invoices.

All Supply Items

```

<<< PROCESS ENTIRE INVOICE SCREEN >>>
Order#: 97038069  Invoice#: 016187568  Invoice Date: Feb 19, 1997
=====

```

Are all the items on the invoice supply items? N// YES

Are you sure? Y// <RET>ES

The invoice's status will be changed to processed.

All Drugs Found

```

<<< PROCESS ENTIRE INVOICE SCREEN >>>
Order#: Y5014006  Invoice#: 5473337  Invoice Date: Feb 07, 1997
=====

```

Date received: Feb 07, 1997// <RET>

The invoice status has been changed to Processed!

The invoice's status will be changed to Processed.

All Drugs Not Found in DRUG File (#50)

```

<<< PROCESS ENTIRE INVOICE SCREEN >>>
Order#: 97038069  Invoice#: 016187568  Invoice Date: Feb 19, 1997
=====

```

Are all the items on the invoice supply items? N// <RET>O

If this type of invoice was selected in error, answer no the prompt and you will be returned to the PROCESS ENTIRE INVOICE SCREEN.

```

<<< EDIT INVOICES TO BE PROCESSED SCREEN >>>

More data is needed on the following invoices. Choose the invoices from
the list you want to edit.
-----
1. Order#: C2529410  Invoice#: 071070  Invoice Date: Jan 09, 1997
2. Order#: C2529410  Invoice#: 54733371  Invoice Date: Jan 07, 1997
-----

Select invoices to edit:  (1-2): 1,2

Do you want to select the line items to be edited (S) or
have them automatically (A) displayed for you?:  (S/A): A//<RET>
automatically displayed

```

Select the invoices that need to be edit.

If you choose to select the line items to be edited (S), you will have to know which information is missing/incorrect. If you choose to have the line items automatically (A) displayed for you, the software will prompt you for only missing/incorrect information. When you choose this method of processing, the software may read some information as correct such as the quantity received, when in fact a bottle was broken in shipment. You will need to change this information on the “last chance edit” screen that will appear after the software finishes automatically processing the invoice for you. It is suggested that you select automatic display.

```

<<< EDIT INVOICES TO BE PROCESSED SCREEN >>>

Order#: C5914004  Invoice#: 5471738  Invoice Date: Jul 07, 1997
-----

MASTER VAULT: ALABASTER

PHARMACY LOCATION:
COMBINED (IP/OP): ALABASTER VAMC INPATIENT (IP)
                  ALABASTER VAMC OUTPATIENT (OP)

Date received:  Jul 07, 1997// 7 8

```

If the drugs were not received on the default date, enter the correct date at this time. Both of the dates will be stored for future reference.

Automatic Processing

The software displays the first line item with **missing** or **incorrect** data.

Drug Found in DRUG File (#50)

```

<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5914004  Invoice#: 5471738  Invoice Date: Jul 07, 1997
-----
1 DIPHENOXYLATE HCL W/ATROPINE  SULFATETTT
Qty Invoiced: 5
Order Unit   : CT                      NDC: 000836-4565-10
Unit Price   : $4.48                   VSN: 562188

Dispense Units: TAB
Dispense Units Per Order Unit: Blank
Stock Level   : 1200
Reorder Level : 600

DISPENSE UNITS: TAB
DISPENSE UNIT PER ORDER UNIT: 12000

```

The drug was found in the DRUG file (#50) and only dispense units per order unit was missing.

NATIONAL DRUG File (#50.6) Used for Suggested Match

```

<<< PROCESS LINE ITEM SCREEN >>>
Order#: H7564729  Invoice#: 1448168  Invoice Date: Mar 31, 1997
-----
3 UNKNOWN ITEM
Qty Invoiced: 1
Order Unit   : EA                      NDC: 000024-0325-02
Unit Price   : $21.26                  VSN: 000083

Dispense Units: Blank
Dispense Units Per Order Unit: Blank
Stock Level   : Blank
Reorder Level : Blank

The NDC has the VA Product Name of MEPERIDINE HCL 50MG/ML INJ.
Is MEPERIDINE HCL 50MG/ML INJ the drug you received? N// YES

```

The drug could not be found in the DRUG file (#50) but the NDC and its corresponding VA product name was located in the NATIONAL DRUG file (#50.6). The DRUG file (#50) contains (1) one drug with the same VA product name. If the drug is the actual drug that you received, answer yes and the drugs data will be redisplayed on the screen for you. If it was not, answer no and you will then be able to select the correct drug from the DRUG file (#50).

NATIONAL DRUG File (#50.6) Used for Suggested Matches

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: 97045660  Invoice#: 016187424  Invoice Date: Feb 19, 1997
-----
4  UNKNOWN ITEM
Qty Invoiced: 1
Order Unit   : VI                      NDC: 000264-7800-00
Unit Price   : $13.48                  VSN: 337485

Dispense Units: Blank
Dispense Units Per Order Unit: Blank
Stock Level    : Blank
Reorder Level  : Blank

The NDC has the VA Product Name of SODIUM CHLORIDE 0.9% INJ.
The following drugs have the same VA Product Name.

1. SODIUM CHLORIDE 0.9% 50ML INJ
2. SODIUM CHLORIDE 0.9% 100ML INJ
3. SODIUM CHLORIDE 0.9% 150ML INJ
4. SODIUM CHLORIDE 0.9% 250ML INJ
5. SODIUM CHLORIDE 0.9% 500ML INJ

Select the received drug or
enter "^" to select the drug from the DRUG file.: (1-5):1
```

The drug could not be found in the DRUG file (#50) but the NDC and its corresponding VA product name was located in the NATIONAL DRUG file (#50.6). The DRUG file (#50) contains multiple drugs with the same VA product name. If one of the drugs listed is the actual drug that you received, you can select it. If it was not, enter an ^ to select the drug from the DRUG file (#50).

Vendor's Stock Number has Changed

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5914004 Invoice#: 5471738 Invoice Date: Jul 07, 1997
-----
```

10 DIETHYLSTILBESTROL 0.1MG EC TAB

Qty Invoiced: 2

Order Unit : BT

NDC: 000034-5624-01

Unit Price : \$7.57

VSN: 627635

Dispense Units: TAB

Dispense Units Per Order Unit: 300

Stock Level : 2000

Reorder Level : 2000

There is a change in NDC's Vendor Stock Number (VSN).

New VSN: 627635

Old VSN: 327635

Is the new VSN correct? Y// <RET>ES

If the new vendor stock number is correct, it will overwrite the old. If the old vendor stock number is correct, the new vendor stock number will be discarded.

Multiple Drugs in DRUG File (#50) with the Same NDC and VSN

```

<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5014006 Invoice#: 5473337 Invoice Date: Dec 07, 1994
-----
12 UNKNOWN ITEM
Qty Invoiced: 12
Order Unit : BT NDC: 999999-9999-99
Unit Price : $0.81 VSN: 051219

Dispense Units: TAB
Dispense Units Per Order Unit: 100
Stock Level : 600
Reorder Level : 600

There is more than one item in the DRUG file
with the same NDC and Vendor Stock Number.

1. DICHLORPHENAMIDE 50MG TAB
   Order Unit: EA Price Per Order Unit : $0.81
   Vendor: DRUGS CORPORATION VSN: 051219
2. DIAZOXIDE 50MG CAP
   Order Unit: BT Price Per Order Unit : $0.81
   Vendor: DRUGS CORPORATION VSN: 051219
3. Select another drug.

Select the invoiced drug: (1-3): 1

```

If the received drug is listed, select that drug. If not, choose "Select another drug", and you will be able to choose the correct drug from the DRUG file (#50).

Drug Not Found in NDF and DRUG File (#50)

```

<<< PROCESS LINE ITEM SCREEN >>>
Order#: C2529410 Invoice#: 071070 Invoice Date: Jan 09, 1997
-----
20 UNKNOWN ITEM
Qty Invoiced: 12
Order Unit : Blank NDC: 000013-8303-04
Unit Price : $95.00 VSN: 014142

Dispense Units: Blank
Dispense Units Per Order Unit: Blank
Stock Level : Blank
Reorder Level: Blank

If the item will never be in the DRUG, press the Return key then
answer YES to the "Is this a supply item?" prompt. To bypass this
line item, enter "^" then press the Return key.

Select Drug: CYCLOBENZAPRINE HCL 10 MG TAB MS200 N/F

```

Screen Display with Updated Data from a Drug Match

```

<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5914004 Invoice#: 5471738 Invoice Date: Jul 07, 1997
-----
20 CYCLOBENZAPRINE HCL 10MG TAB
Qty Invoiced: 12
Order Unit : (Blank) NDC: 000013-8303-04
Unit Price : $95.00 VSN: 014142

Dispense Units: TAB
Dispense Units Per Order Unit: Blank
Stock Level : 1200
Reorder Level : 600

DISPENSE UNITS: TAB
DISPENSE UNIT PER ORDER UNIT: 100

```

When the drug is selected, the screen clears and the same line item is displayed with the selected drug's data. The drug-specific data displayed is in the second half of the display -- Dispense Units, Dispense Units Per Order Unit, Stock Level, and Reorder Level.

Do you want to change the invoice's status to Processed? **NO**

The software has detected no missing or incorrect data. If you think any of the data is incorrect answer no, and you will get the chance to make corrections in the next screen. If you have no corrections to make, answer yes. You will also be able to make corrections in the next screen, but be forewarned, if the edited information is found "valid" by the software your status WILL BE CHANGED to processed and the invoice will be passed to the verifier.

**** The invoice's status has not been changed to Processed.**

If the software found missing or incorrect data, the invoice cannot be placed in a processed status. The invoice's data can be edited by selecting the "last chance edit" or by reentering the option then selecting automatic display.

Last Chance Edit

If you are changing the status of an invoice to Processed, this is the last time you will be allowed to edit it before it goes to the verifier. If you are not changing the status of an invoice to Processed, you can edit it now.

You can edit the invoice's delivery date, pharmacy location, master vault, and the line item's drug, quantity received, order unit, and dispense units per order unit. The reorder level can be edited if the pharmacy location or master vault is set up to track the reorder levels.

Edit invoices? N// **YES**

If you answer no, you will exit the option. If you answer yes, you will be able to select the invoice and line items to be edited plus you will be able to edit the assigned pharmacy location and/or master vault.

Yes to last chance edit or if you choose to select the line items to be edited (instead of automatic display)

<<< EDIT INVOICE SCREEN >>>

Choose the invoices to be edited. You can edit the invoice's date received and the line item's drug, quantity received, and order unit. The reorder level can be edited if the pharmacy location or master vault is set up to track the reorder levels.

-
1. Order#: C2529410 Invoice#: 071070 Invoice Date: Jan 09, 1997
 2. Order#: C2529410 Invoice#: 54733371 Invoice Date: Jan 07, 1997

Select invoices: (1-2): **1**

<<< EDIT INVOICE SCREEN >>>

Order#: C2529410 Invoice#: 071070 Invoice Date: Jul 07, 1997

Date received: Jul 08, 1997// **<RET>**

MASTER VAULT: PELHAM CLINIC

Select Master Vault: PELHAM CLINIC// **<RET>**

COMBINED (IP/OP): Louisville Inpatient Medications (IP)
Louisville Outpatient Pharmacy (OP)

Select Pharmacy Location: COMBINED (IP/OP)// **<RET>**

Line Item Numbers: 562188,627635

Select Line Item Number: **562188**

You can change the date the drugs were actually received. You can also change the pharmacy location and/or master vault that will receive the drugs on the invoice.

At "Line Item Numbers", **all** of the line numbers will be listed for you to reference when you are entering the line number at the line number prompt. You are not

allowed to enter a range of numbers. Enter one line number, make your edits, and then you will be returned to another "Select Line Item Number" prompt. When you are finished making you corrections, press return at the "Select Line Item Number" prompt.

Note: If your prime vendor is AmeriSource Health Services, the line numbers are the vendor stock numbers for the line item's drug.

```

<<< EDIT INVOICE SCREEN >>>
Order#: C2529410  Invoice#: 071070  Invoice Date: Jul 07, 1997
-----
562188  POTASSIUM CHLORIDE 300MG EC TAB
Qty Invoiced: 5
Order Unit   : CT                      NDC: 000536-4565-10
Unit Price   : $4.48                  VSN: 262188
-----
1. Drug
2. Quantity Received
3. Order Unit
4. Dispense Units Per Order Unit

Edit fields:  (1-4): 2
QUANTITY RECEIVED: 57/ 4
ADJUSTMENT REASON: 1 CARTON WAS NOT DELIVERED

```

Do you want to change the invoice's status to Processed? YES

Enter YES if the invoice is completely correct. You will not be able to edit it again when you exit the option. Enter NO if you need to edit the invoice again. You can edit it again by selecting the *Process Uploaded Prime Vendor Invoice Data* option.

Verify Invoices [PSA VERIFY INVOICES]

This option validates processed invoices. The verifier and processor cannot be the same person. If the invoice contains at least one drug marked as a controlled substance, only pharmacists holding the PSA ORDERS key can verify the invoice.



This option is locked by the PSA ORDERS key.

IMPORTANT:

Once verified, the drug balances are incremented in the pharmacy location and/or master vault. The invoiced drug's order unit is compared to the ORDER UNIT field (#12) in the DRUG file (#50) and the dispense units per order unit is compared to the DISPENSE UNITS PER ORDER UNIT field (#15) in the DRUG file (#50). If the order unit and dispense units per order unit are the same, the NDC (#31), PRICE PER ORDER UNIT (#13), and PRICE PER DISPENSE UNIT (#16) fields in the DRUG file (#50) may be updated.

The following condition must be met to update the NDC field (#31).

- If the invoice NDC is different from the NDC field (#31), the NDC field (#31) is overwritten with the invoiced NDC.

The following condition must be met to update the PRICE PER ORDER UNIT field (#13) and PRICE PER DISPENSE UNIT field (#16).

- If the invoiced price per order unit is different than the PRICE PER ORDER UNIT field (#13), the PRICE PER ORDER UNIT field (#13) is overwritten with the new prorated price per order unit. The PRICE PER DISPENSE UNIT field (#16) is also overwritten with the new prorated price per dispense unit.

No Invoice(s) to be Verified Messages

There is at least one invoice that needs to be verified. However, invoices cannot be verified by the same person who processed them and a pharmacist must verify invoices that contain a drug marked as a controlled substance.

There are no invoices you can verify because the invoice(s) meet one of the above conditions.

There are no invoices that need to be verified.

Verify Invoices

Enter your Current Signature Code: SIGNATURE VERIFIED

Print processed invoices? N// <RET>0

If you choose to print the processed invoices, ALL processed invoices will be printed. This includes the invoices that you CANNOT verify. If you want to print specific invoices, select the *Print Orders* option from the *Orders Menu*.

<<< VERIFY ENTIRE INVOICE SCREEN >>>

If there are no corrections, you can change the invoices' status to "Verified" by selecting them from the list. If you do have corrections, press the return key then a second list will be displayed. You will be able to choose the invoices from that list and enter corrections.

Choose the invoices from the list you want to verify.

```
=====
1.  Order#: C7564729  Invoice#: 1448168  Invoice Date: Jul 31, 1997
2.  Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
3.  Order#: C7611902  Invoice#: 2165990  Invoice Date: Jul 03, 1997
=====
```

Select invoices to verify: (1-3): 1,3

When you choose the invoices from this list to verify, the status will be changed to Verified. Invoices not selected from the list will automatically be displayed on the EDIT INVOICES TO BE VERIFIED SCREEN so that changes can be made.

Verifying Invoices That Do Not Need to Be Edited

<<< VERIFY ENTIRE INVOICE SCREEN >>>

```
=====
1.  Order#: C7564729  Invoice#: 1448168  Invoice Date: Jul 31, 1997
    COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
    MASTER VAULT: MASTER VAULT 1
2.  Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
    COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
    MASTER VAULT: MASTER VAULT 1
=====
```

Are you sure these invoices' status should be changed to Verified? N// YES

Answer yes if the listed invoices and corresponding pharmacy location and/or master vault are correct.

Answer no if you have chosen an incorrect invoice or if the listed information is incorrect. You will be returned to the previous VERIFY ENTIRE INVOICE SCREEN where you will be able to reselect invoices.

```
.....
  Order# C7564729 Invoice# 1448168's status has been changed to Verified!
.....
  Order#: C7611902 Invoice#: 2165983's status has been changed to Verified!
```

When you have answered yes to changing the status, the above messages will be displayed as the invoice's status is being changed. Upon exiting this option, a background job is run immediately which will add the receipts to the drug balances in the pharmacy location and/or master vault. The

Orders Menu

status will then be changed to Completed.

Selecting Invoices to be Edited

```
<<< EDIT INVOICES TO BE VERIFIED SCREEN >>>

Choose the invoices from the list you want to edit.
-----
1.Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
-----

Select invoices to edit:  (1-1): 1
```

You will be shown this screen if an invoice was not chosen to be verified previously or if the software found an error in the invoice.

Editing the Invoice Data and Selecting Line Items to be Edited

```
<<< EDIT INVOICES TO BE VERIFIED SCREEN >>>

Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
-----

Date received:  Jul 03, 1997// 7 4

COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
PHARMACY LOCATION: COMBINED (IP/OP)// <RET>

Select Line#: ?
Answer with LINE ITEM DATA LINE ITEM NUMBER
Choose from:
    659631
    938662

Select Line#: 659631
```

You are able to change the date the drugs were received and the pharmacy location and/or master vault that will receive the drugs on this invoice. You can also choose any line items that might need to be edited.

Selecting Line Item Fields to be Edited

```
<<< EDIT INVOICES TO BE VERIFIED SCREEN >>>

Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
-----
659631  *IMIPRAMINE HCL 50MG TAB
Qty Invoiced: 2
Order Unit   : EA                      NDC: 000781-1766-10
Unit Price   : $11.10                  VSN: 659631

Dispense Units: TAB
Dispense Units Per Order Unit: 1000
Stock Level   : 2000
Reorder Level : 500
-----
1. Drug
2. Quantity Received
3. Order Unit
4. Dispense Units per Order Unit
5. Stock Level
6. Reorder Level

Edit fields:  (1-6): 3,4,6
```

You are able to select more than one field to be edited. You will only be shown and allowed to edit the Stock Level and Reorder Level fields if your assigned pharmacy location or master vault maintains reorder levels.

Editing Line Item Fields

```

<<< EDIT INVOICES TO BE VERIFIED SCREEN >>>

Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
-----
659631  *IMIPRAMINE HCL 50MG TAB
Qty Invoiced: 2
Order Unit   : EA                      NDC: 000781-1766-10
Unit Price   : $11.10                  VSN: 659631

Dispense Units: TAB
Dispense Units Per Order Unit: 1000
Stock Level   : 2000
Reorder Level : 500
-----
ORDER UNIT: EA// BT                BOTTLE
DISPENSE UNIT PER ORDER UNIT: 1000//@

The dispense units per order unit must be entered to
change the status of the invoice to Verified.
Do you want to enter the data now? Y//NO

REORDER LEVEL (in Dispense Units):  (0-99999): 500// 600

Select Line#: <RET>

```

Missing or Incorrect Data Found on Invoice

** The invoice has not been placed in a Verified status!

Enter RETURN to continue or '^' to exit:

Do you want to print the verification error report? N// YES

DEVICE: HOME//*[Select Print Device]*

Verification Error Report

<<< VERIFICATION ERROR REPORT >>>

Order#: C7611902 Invoice#: 2165983 Invoice Date: Jul 3, 1997

Line# 659631: Dispense unit per order unit

** The invoice has not been placed in a Verified status!

You will receive this report giving you the line item number and field(s) where an error or missing data was found.

No Errors Found on Invoice

Do you want to change the invoice's status to Verified?

If you answer no, the invoice will remain in a processed status and you will be able to reselect it for verification, by choosing the *Verify Invoices* option.

If you answer yes, you will receive a message telling you that the invoice's status has been changed to Verified.

Printing the NEW DRUG REPORT

The verified invoices contain new drugs for the assigned pharmacy location and/or master vault. A report will print by pharmacy location/master vault listing the new drugs. Use the Balance Adjustment option to enter an adjustment that reflects the total dispense units on hand for each new drug.

It is suggested that you send the report to a print.

DEVICE: HOME// *[Select Print Device]*

Orders Menu

<<< NEW DRUG REPORT >>> PHARMACY LOCATION
COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
=====
IMIPRAMINE HCL 50MG TAB

PENTOBARBITAL SODIUM 100MG CAP

Upon exiting this option a background job is run immediately which will add the receipts to the drug balances in the pharmacy location and/or master vault. The status will then be changed to Completed.

Print Orders

[PSA PRINT ORDERS]

The *Print Orders* option generates invoices by entering the order number, invoice number, or invoice status.



This option is locked with the PSA ORDERS key.

- If the invoice has not been processed, the PRIME VENDOR UPLOAD REPORT prints.
- If the invoice has been processed, the PRIME VENDOR ORDER REPORT prints.

Print by Order Number

Select one of the following:

O	Order Number
I	Invoice Number
S	Invoice Status

Print by Order#, Invoice#, or Invoice Status: O// <RET> Order Number

Select ORDER NUMBER: C7611902

Select ORDER NUMBER: C7611903

Select ORDER NUMBER: C7611904

DEVICE: HOME// *[Select Print Device]*

When you choose to print by order number, you will be given the opportunity to keep inputting as many order numbers as you wish. All invoices for that order will print.

Print by Invoice Number

```

Select one of the following:

      O      Order Number
      I      Invoice Number
      S      Invoice Status

Print by Order#, Invoice#, or Invoice Status: O// Invoice Number
-----
Select ORDER NUMBER: C7611902
Invoice# 2165983
-----
Select ORDER NUMBER: C5014004
Select INVOICE NUMBER: 5471738
Select INVOICE NUMBER: 5471740
Select INVOICE NUMBER: <RET>
-----
Select ORDER NUMBER: <RET>

DEVICE: HOME// [Select Print Device]
    
```

When you select to print by invoice number, you will first be asked for the order number. This is because the vendors may use the same invoice number more than once for different orders. Therefore there can be the same invoice number with different data for different orders.

If there is more than one invoice for the order you will be able to enter them. If there is only one invoice for the order, the invoice number will automatically be displayed.

Print by Invoice Status

```

Select one of the following:

      O      Order Number
      I      Invoice Number
      S      Invoice Status

Print by Order#, Invoice#, or Invoice Status: O// S Invoice Status

Select Unprocessed or Processed Invoice Status: (U/P): Unprocessed
    
```

If you choose Unprocessed, all of the uploaded invoices that have not been processed will print. If you choose Processed, all processed invoices that have not be verified will print.

Credit Resolution

[PSA CREDIT RESOLUTION]

This option allows the user to enter credit memo data.



It is locked with the PSA ORDERS and PSAMGR keys.

When an adjustment is made to the invoice that decreases the total cost, the invoice is flagged as awaiting a credit. The invoice will continue to be flagged until the total credits equals the adjustment(s). If you receive a credit memo and are unsure which invoice to apply the credit to, use the Outstanding Credits option under the Maintenance Reports Menu to print a report of all outstanding credits.

Edit Verified Invoices

[PSA EDIT VERIFIED INVOICE]



It is locked with the PSAMGR key.

This option allows the user to change elements of a verified invoice.

Select Orders Menu Option: Edit Verified Invoices

VERIFIED INVOICE ALTERATION SCREEN

The user selects an order number with a status of verified.

Select Order Number: C18442037N

[Then selects an invoice from the order]

Select Invoice Number: 2054031 03-16-01

Orders Menu

A screen with the available line items is displayed.

```

=====
                        EDIT VERIFIED INVOICED ITEM SCREEN
=====
#   Drug/Item Name                               Order Unit   Qty.   NDC
=====
1  ACETAMINOPHEN 1000MG TABLET                   BT        15    063481013275

Enter the corresponding item number to edit: 1  *ACETAMINOPHEN 1000MG
TABLET
Qty Invoiced: 15
Order Unit   : BT (BT)                          NDC: 063481-0132-75
Unit Price   : $1.71                             VSN: 4003463

Dispense Units: MG
Dispense Units Per Order Unit: 1000

=====

Select (D)rug or (O)rder Unit

```

The user can opt to alter the drug name or the associated order unit.

```

Select (D)rug or (O)rder Unit drug
Current Drug : ACETAMINOPHEN 1000MG TABLET

Select name of Correct Drug: ACETAMINOPHEN 325MG TABLET      CN103

```

After selection of the drug, the program will compare the data in the invoice, with the data in the Drug file. The user will then be asked to enter the Dispense Units, and Dispense Units per Order Unit.

```

Comparing drug file data...
Please Enter an appropriate Dispense Unit
DISPENSE UNIT: TAB// <ENT>

Please enter the appropriate Dispense Units per order unit
DISPENSE UNITS PER ORDER UNIT: 1000// 100

Are you sure about this ? NO// ?
Answer yes, and the data on file for the current drug will be transferred
to the new drug selection. That includes Order Unit, Dispense Unit,
Dispense Units per Order Unit, etc.

Are you sure about this ? NO// Y
Removing 15 from ACETAMINOPHEN 1000MG TABLET
Adding 15 to ACETAMINOPHEN 325MG TABLET
Entering new drug selection as an adjustment.
updating pharmacy location file.
updating transaction file.

```

Delete Un-processed Invoices [PSA DELETE INVOICES]



It is locked with the PSAMGR key.

This option deletes any un-processed invoices older than the date the user specifies. Only personnel who hold the PSAMGR key will have access to this process.

```
Select Orders Menu Option: Delete Un-processed Invoices
Delete invoices older than what date: T-6M
Finished
```

Setup Mail Message Recipients [PSA MSG RECIPIENTS]



It is locked with the PSAMGR key.

This option is used to enter/delete personnel from the two mail groups used for notifying personnel of a change in NDC and/or Drug Price, and when drugs are below reorder levels.

```
Select Orders Menu Option:  Setup Mail Message Recipients

SETUP RECIPIENTS OF MAILMESSAGE SCREEN
=====
Currently, any user who holds the 'PSA ORDERS' key, receives the mail
message
'Drug Balances Below Reorder Level' & 'NDC/PRICE change messages'.
Two mail groups have been established to determine who receives the
message.

Members added to the mail group must first possess the 'PSA ORDERS' key.

Do you want to edit the users for the PSA REORDER LEVEL mail group?
YES//<ENT>

Select NEW PERSON NAME:  PERSON,TEST

Select 'A' to Add the user or 'D' to delete the user. ADD//<ENT>

task completed.
```

Orders Menu

There are two messages the user could receive from either action, the messages are: “task completed” and “Sorry, couldn’t perform task.” These messages are self-explanatory. If the program says it couldn’t perform the task of adding the user, that means that the user is already a member of the mail group. The same holds true for deleting users.

To illustrate this, we’ll try to add the same user again.

```
Select NEW PERSON NAME:      PERSON,TEST

Select 'A' to Add the user or 'D' to delete the user. ADD//<ENT>

Sorry, couldn't perform action.
Select NEW PERSON NAME: <ENT>
```

Press the Enter key to access the next mail group.

```
Do you want to edit the users for the PSA NDC UPDATES mail group?
YES//<ENT>

Select NEW PERSON NAME:      PERSON,TEST
Select 'A' to Add the user or 'D' to delete the user. ADD//<ENT>
task completed.
```

The message displayed when trying to add a user who is already on file:

```
Select NEW PERSON NAME:      PERSON,TEST
Select 'A' to Add the user or 'D' to delete the user. ADD//<ENT>
Sorry, couldn't perform action.
```

To delete a user from the mail group:

```
Select NEW PERSON NAME:  PERSON,TEST
Select 'A' to Add the user or 'D' to delete the user. ADD//d
task completed.
Select NEW PERSON NAME: <ENT>
Press ENTURN/ENTER to continue: <ENT>

Select Orders Menu Option:
```

Chapter Four: Maintenance Reports Menu [PSA PV MAINTENANCE RPT MENU]

The *Maintenance Reports Menu* contains options that generate reports on balance adjustments, drug transaction history, drug balances by pharmacy location, invoice cost summary, monthly summary, processor and verifier of an invoice, and stock and reorder levels for drugs in a pharmacy location.

This menu contains the following submenus and options:

- 1 *Balance Adjustments History*
- 2 *Drug Balances by Location*
- 3 *Drug Transaction History*
- 4 *Invoice Cost Summary*
- 5 *Monthly Summary*
- 6 *Outstanding Credits*
- 7 *Processor and Verifier*
- 8 *Stock and Reorder Level*
- 9 *Transfer Signature Sheet*

Balance Adjustments History [PSA BALANCE ADJUSTMENTS REPORT]

This option reviews adjustments and transfers of a drug. The report lists the drug, transaction date and time, adjustment quantity, transfer quantity, transaction, adjustment reason, and pharmacy location that sent or received the transferred drug.

Drug Balances by Location [PSA DISPLAY LOCATION]

The *Drug Balances by Location* option generates a report by pharmacy location listing each of its drugs' name, quantity on hand, dispense unit, and total inventory.

Drug Transaction History [PSA DRUG DISPLAY]

This option provides a transaction history for one, many, or all drug(s) within the pharmacy location for a given date range. It lists the date range, drug, beginning and ending dates, beginning balance, transaction date, transaction quantity, transaction type, person who made the transaction, and resulting balance.

If the transaction is **receiving** drugs, the purchase order number, transaction number, and invoice number are also listed.

If the transaction is **dispensing**, the report designates where the dispensing took place. It's either Inpatient or Outpatient dispensing.

Invoice Cost Summary [PSA INVOICE COST SUMMARY]

The *Invoice Cost Summary* option generates a report of all invoices' cost data for a date range. It lists the order number, invoice number, invoice date, total invoice cost, total adjusted cost, and cost difference.

Monthly Summary [PSA MONTHLY SUMMARY]

This option allows the user to print a pharmacy location's detailed or summary monthly report of transactions made on one, many, or all drugs.

If the user selects the detailed report, the drug, beginning balance, total receipts, total dispensed, total adjustments, total transfers, and ending balance or one, many, or all drugs in the selected pharmacy location is printed.

If the user selects the summary report, the detailed report prints then a separate summary report follows. The summary report contains the drug, total receipts, total dispensed, total adjustments, and total transfers for one, many, or all drugs in the selected pharmacy location. A total line for the total receipts, total dispensed, total adjustments, and total transfers is printed.

Outstanding Credits [PSA OUTSTANDING CREDITS]

The *Outstanding Credits* option displays or prints invoice data for all invoices that have outstanding credits. A detailed or summary report may be selected.

Detailed Report:

If the detailed report is selected, the summary data prints along with the line item information that caused the need for a credit. The line item data that prints is the line item's number, drug, adjusted field's name, adjustment comments, invoiced data, and adjusted data.

Detailed Report

DRUG ACCOUNTABILITY/INVENTORY INTERFACE OUTSTANDING CREDITS REPORT										PAGE 1
INVOICE#	DATE	INVOICE COST	ADJUSTED COST	RECEIVED CREDITS	OUTST. CREDIT	LINE#	DRUG & ADJUST REASON	INV	ADJ	

ORDER#: C5014003 (\$6376.18)										
I845966	10/01/97	4440.04	4441.87	0.00	-1.83	2	AMPICILLIN 500MG CAP	0	1	
							QTY: DID NOT ORDER THIS			
I845967	10/02/97	1938.38	1934.31	0.00	4.07	10	METOPROLOL 50MG TAB	12	11	
							QTY: 1 BOTTLE BROKEN			
ORDER TOTAL					2.24					

ORDER#: C5014004 (\$17.92)										
5471738	10/07/97	22.40	17.92	0.00	4.48	8	AMPICILLIN 250MG CAP	5	4	
							QTY: 1 BOTTLE MISSING			
ORDER TOTAL					4.48					

GRAND TOTAL					6.72					

Summary Report:

If the summary report is selected, the order number, total adjusted cost of the order, invoice number, invoice date, invoiced cost, adjusted cost, credit amount received, invoice's outstanding credit amount, total order's outstanding credit amount, and grand total outstanding credit amount will be displayed.

Summary Report

DRUG ACCOUNTABILITY/INVENTORY INTERFACE OUTSTANDING CREDITS REPORT					
RUN DATE: 10/17/97@0822					PAGE 1
INVOICE#	DATE	INVOICE COST	ADJUSTED COST	RECEIVED CREDITS	OUTST. CREDIT

ORDER#: C5014003 (\$6376.18)					
I845966	10/01/97	4440.04	4441.87	0.00	-1.83
I845967	10/02/97	1938.38	1934.31	0.00	4.07
ORDER TOTAL					2.24
ORDER#: C5014004 (\$17.92)					
5471738	10/07/97	22.40	17.92	0.00	4.48
ORDER TOTAL					4.48

GRAND TOTAL					6.72

Processor and Verifier

[PSA PROCESSOR AND VERIFIER]

The *Processor and Verifier* option generates a report containing invoices' processor and verifier information for a date range. It lists the order number, invoice number, invoice date, processor's name, process date, verifier's name, and verification date.

Stock and Reorder Level

[PSA STOCK & REORDER LEVEL RPT]

The *Stock and Reorder Level* option prints a report by pharmacy location and/or master vault. The report contains the drug name, stock level, and reorder level. Only a pharmacist can enter the stock and reorder levels for a master vault. Since all drugs received are automatically added to a pharmacy location, it is advised that this report be queued to run during non-peak hours.

Transfer Signature Sheet

[PSA TRANSFER SIGNATURE SHEET]

The *Transfer Signature Sheet* option prints a report of all transferred drugs within a specific date range. This report is used to record the signature of the person who received the drugs or to review transfer history.

Choose the pharmacy location transferring the drugs:

- 1 COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
- 2 INPATIENT: PELHAM (IP)
- 3 OUTPATIENT: HELENA (OP)

Select Transfer from Pharmacy: (1-3): 1

Select the pharmacy location that will send the drugs to the other pharmacy location.

Choose the pharmacy location receiving the transferred drugs:

- 1 INPATIENT: PELHAM (IP)
- 2 OUTPATIENT: HELENA (OP)

Select Transfer to Pharmacy: (1-2): 2

Select the pharmacy location that will receive the drugs from the transferring pharmacy locations.

Beginning Date: 8 12 (AUG 12, 1997)

Ending Date : 8 12 (AUG 12, 1997)

DEVICE: HOME// [Select Print Device]

Enter the date range for which you want to print the transfer signature sheets.

```

AUG 12,1997@12:40      D R U G   A C C O U N T A B I L I T Y      Page: 1
                        DRUG TRANSFER BETWEEN PHARMACIES SIGNATURE SHEET
                        COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)

TRANSFERRED TO: OUTPATIENT: HELENA (OP)
-----
TRANSFER DATE          QTY      DRUG                                NEW BALANCE
-----
Aug 12, 1997@12:40      10      ACETAMINOPHEN 325MG TAB                                50

Dispensed by:  SMITH, TYRONE M.      Rec'd by:
                (Full Name)                                (Full Name)
  
```

Glossary

A&MMS	The procurement section within the VA. It is the Acquisition and Materiel Management Service (A&MMS).
Alternate vendors	Vendors who are not prime vendors.
Automated Connection	A user initiated linking of multiple DRUG file (#50) entries to ITEM MASTER file (#441) entries. Because matching is not based upon user approval, this process should not be used without first reviewing the Report of Potential matches.
Control Point Transaction Number	The permanent number that identifies a request, consisting of station number-fiscal year-quarter-control point-sequence number.
Controlled Connection	A user controlled process to link DRUG file (#50) entries to ITEM MASTER file (#441) entries. Each match is displayed and linked only after the user approves.
Controlled Substance	A drug that has been marked for tracking through the Controlled Substances package. It is usually a narcotic.
Credit	This is money due to the VA facility from the prime vendor. When an invoice dollar amount is more than the adjusted dollar amount, DA flags it as an outstanding credit. When the facility receives a credit memo, the credit data is entered in DA.
Dispense Units per Order Unit	<p>This is the total number of dispense units contained in one order unit. For example, if you order a case containing 12 bottles with 1,000 tablets in each bottle, the dispense unit per order unit is 12,000 per the following equation:</p> <pre> Dispense Units: TAB Order Unit : CS The case contains 12 bottles of 1,000 tablets 12 x 1,000 = 12,000 DISPENSE UNITS PER ORDER UNIT: 12,000 </pre>
Dispensing Unit	This field is used to indicate the pharmacy dispensing units when converting the unit per issue to the pharmacy dispensing units.
Dispensing Unit Conversion Factor	This field is multiplied by the quantity on hand in unit per issue to generate the quantity in pharmacy dispensing units.
Drug	A substance used to treat illness or disease.
Drug Accountability/Interface	The creation of a perpetual inventory for VA Inventory facility pharmacies. This inventory, or pharmacy location, can be an Inpatient, Outpatient, or Combined operation. If the facility is interfacing with GIP, the pharmacy location must be linked to a primary inventory point to enable receiving. Dispensing activity will be gathered from the appropriate pharmacy packages [e.g., Outpatient Pharmacy, Inpatient Medications(Unit Dose and Intravenous), Automatic Replenishment and Ward Stock (AR/WS)].

Drug Accountability Location	A pharmacy that stores and dispenses drugs.
DRUG file (#50)	A <i>VISTA</i> file used by Pharmacy software products. This file is used to list generic drug products and holds the information related to each drug that can be used to fill a prescription.
Federal Stock Number (FSN)	This field exists in the DRUG file (#50) and corresponds to the National Stock Number field in the ITEM MASTER file (#441). It is used as a tool for connecting these files.
GIP	The Generic Inventory Package is the VA software package that automatically generates purchase orders and manages inventory.
IFCAP	The Integrated Funds Distribution, Control Point Activity, Accounting and Procurement is the VA software package that tracks procurement and payment.
Inpatient Site	An area within a facility that treats patients that have been admitted. If the facility has more than one Inpatient dispensing area, it is necessary to link each pharmacy location to the appropriate Inpatient site (area) for the collection of dispensing data.
Item	It is a specific drug product in the ITEM MASTER file (#441) that references the way it is packaged (i.e., Prozac 25 mg., 250 tabs/bottle).

ITEM MASTER file (#441)	A <i>VISTA</i> file used by the IFCAP software. This file is used to store items. The file contains descriptive information for all items that are ordered. It contains information needed for purchasing or ordering items.
Invoice	A bill for ordered goods. Each invoice is numbered. See entry for Order Number vs. Item Number.
Line Item	This is the information on the invoice for an ordered drug.
Meta Key	A multi-purpose command key that can store or send a sequence of keystrokes. A PROCOMM PLUS® shortcut key.
National Drug Code (NDC)	A field that exists in the DRUG file (#50), ITEM MASTER file (#), and NATIONAL DRUG file (#50.6). With some formatting adjustments the field is used to match entries in otherwise unlinked files and open the door for comparative displays and reports. The code itself contains a maximum of 12 digits. The first six digits are the manufacturers code, the next four are the product code, and the last two digits are the package code.
NATIONAL DRUG file (#50.6)	A centrally distributed file containing the classification of all medicine, prosthetics, and expendable supplies. When entries in the DRUG file (#50) are linked to the NATIONAL DRUG file (#50.6), the NDCs there can be used to attempt a match with the ITEM MASTER file (#441) for the GIP interface. The file is also used to find drugs in the invoice data file for the prime vendor interface.
National Stock Number	This field exists in the ITEM MASTER file (#441) (NSN) and corresponds to the FSN field (#6) in the DRUG file (#50). It is used as a connecting tool for these files.
Order	VA's request for goods from the vendor.
Order Number vs. Invoice Number	An order number is a VA number by which to charge the ordered goods. The invoice number is the vendor's number for billing the ordered goods. There can be many invoice numbers assigned to one order number because by law, certain drugs have to be placed on an invoice by itself. Also drugs can come from different distribution centers which necessitates different invoice numbers.

Outpatient Site	An area within a facility that treats patients that are not admitted to the facility. If a facility has more than one Outpatient dispensing area, it is necessary to link each pharmacy location to the appropriate Outpatient site (area) for the collection of Outpatient dispensing data.
Perpetual Inventory	The capability to maintain an accurate balance at the dispense unit level (such as tablets, capsules) for a select group of items.
Pharmacy Location	An inventory location created to store a select group of drugs and track their balance and activity.
Posted Procurement	Purchases made from the Acquisition and Materiel Management Service (A&MMS) warehouse.
Primary Inventory Point	Within the IFCAP Personal Property Management (PPM) module, an option enables the creation of a primary inventory point for each Service that manages a Fund Control Point. The Primary-General Inventory/Distribution Menu [PRCP MAIN MENU] provides Service level management of a primary inventory point. Similar to a pharmacy location, a primary inventory point houses a select group of items and provides tools (bar coding) for physical counts and auto-generation of orders. It is the connecting of the DRUG file (#50)/ITEM MASTER file (#441) and the linking of a pharmacy location to a primary inventory point that will automate receiving. Connection to multiple primary inventory points is allowed.
Prime Vendor	A vendor who is on contract with the VA to be the main supplier of drugs.
Process	Process is matching invoice data with data in VISTA and validating the data. Matching is accomplished by comparing the line item data on the invoice with its entry in the DRUG file (#50). Validating is accomplished by confirming the quantity received vs. the quantity invoiced. Anyone holding the PSA ORDERS key can process the invoice.

Reorder Level	The minimum amount of dispense units to keep in the pharmacy location or master vault. A MailMan message is sent to holders of the PSA ORDERS key when the current drug balance is equal to or less than the reorder level. A nightly job sends the mail message if there is at least one drug at or below this level.
Script file	A PROCOMM PLUS® routine.
Special Inventory Type field (#15)	An GENERIC INVENTORY file (#445) switch field that controls receipt updates to other packages. When it is set to “D”, this field located in the <i>Set Up/Edit a Pharmacy Location</i> option of the <i>Pharmacy Location Maintenance Menu</i> will update the pharmacy Drug Accountability/Inventory Interface package when the primary quantity on-hand is changed.
Stock Level	The stock level is the ideal number of a drug’s dispense unit to keep on the shelf. When the drug reaches the reorder level, the number of dispense units to be ordered is determined by subtracting the current balance from the stock level. The result appears on the nightly background job mail message as the amount of dispense units to order.
Unit of Issue	The packaging unit used at the inventory point to distribute the item.
Unit of Issue Packaging Multiple	The number for converting the unit of issue into individual items.
Unposted Procurement	Any purchases made from other than the A&MM warehouse.
Upload	Upload is the transfer of the prime vendor’s invoice data from the prime vendor PC in pharmacy, into VISTA . Anyone holding the PSA ORDERS key can upload this data.
Verify	To confirm correctness of invoice data. Verification only occurs after the data has been processed. Once verified, balances are incremented. If there is at least one drug marked as a controlled substance on the invoice, only a pharmacist holding the PSA ORDERS key can verify the invoice. If there are no controlled substances, anyone who did not process the invoice, holding the PSA ORDERS key, can verify the invoice.
VISTA	Veterans Health Information Systems and Technology Architecture
X12	A structured format for sending data. The invoice data file from the prime vendor is in this format.

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